

PORTFOLIO WORKSHEET
2004-2005
Program Name: CIS - Network Specialist
Program Number: 10-107-8
Required DML: Portfolio Artifacts

Student Name:
MPTC Six-Digit Student ID #:
Semester of Program Acceptance:

*** At Least One Artifact Is Required For Each Learner Outcome Listed Below ***

Directions: In columns A and B, enter dates when items are completed. Check Column C if transcript is used. Electronic format is recommended for portfolio development. Note: Keep original portfolio. Submit copy only.

Your Student Portfolio will be evaluated by educators and advisory committee members and becomes the property of Moraine Park Technical College.

	Contact Course Instructor If No Artifact Is Listed In This Column	ARTIFACT		
		A	B	C
	Suggested Work Sample from Performance Asmt	Work Sample Linked to Outcome	Self Assessment/ Reflection Statement	Transcript Used
EXIT LEARNING OUTCOMES				
Program Learner Outcomes				
Design networks.				
107-152 Computer Network Installation	Network Cable			
	Documentation Guide			
107-173 Network Administration Concepts	Network Directory Project			
107-177 Designing Networks	Network Diagram			
	Design Rationale			
Install a computer network structured cabling system.				
107-152 Computer Network Installation	Photo of Lab Exercise			
Install networks.				
107-152 Computer Network Installation	Network Cable			
	Documentation Guide			
Integrate data network services.				
107-178 Microsoft Servers	Check-off Sheet			
107-179 Integration of Data Networks	Final Project Documentation			
Perform tasks required of network administrators.				
107-152 Computer Network Installation	Network Cable, Documentation			
	Guide, Photo of Lab Exercise			
	Check-off Sheet			
107-174 Microsoft Network Administration	Check-off Sheet			
107-175 Novel Network Administration	Step-by-Step Inst. Guide			
	Network Documentation			
107-178 Microsoft Servers	Check-off Sheet, VPN			
	Project, Terminal Serv. Project			
Provide technical support for networks.				
107-152 Computer Network Installation	Check-off Sheets			
107-174 Microsoft Network Administration	Check-off Sheets			
107-175 Novel Network Administration	Step-by-Step Inst. Guide			
107-176 Microsoft Workstations	Check-off Sheets			
Set-up workstations in a network environment.				
107-152 Computer Network Installation				
107-175 Novel Network Administration				
107-176 Microsoft Workstations				
107-178 Microsoft Servers				
107-179 Integration of Data Networks				

	Contact Course Instructor If No Artifact Is Listed In This Column	ARTIFACT		
		A Work Sample Linked to Outcome	B Self Assessment/ Reflection Statement	C Transcript Used
General Education Learner Outcomes	Suggested Work Sample from Performance Asmt			
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.				
<i>801-195 Written Communication AND</i>				
<i>801-196 Oral / Interpersonal Communication AND</i>				
<i>801-197 Technical Reporting</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
<i>801-196 Oral / Interpersonal Communication AND</i>				
<i>801-197 Technical Reporting</i>				
Perform mathematical calculations.				
<i>804-174 Survey of Mathematics</i>				
Determine mathematical concepts needed to solve an application.				
<i>804-174 Survey of Mathematics</i>				
Evaluate political, social, and scientific views on scientific topics.				
<i>806-194 Contemporary Issues in Science</i>				
Apply the foundational elements of economic reasoning to personal and business decision-making.				
<i>809-195 Economics</i>				
Determine the impact of psychological and social factors have in shaping human behavior.				
<i>809-198 Introduction to Psychology</i>				
OR				
Apply psychological principles to personal and professional relationships.				
<i>809-199 Psychology of Human Relations</i>				
Examine the complexities of society from a sociological perspective.				
<i>809-196 Introduction to Sociology</i>				
Core Abilities				
Complete a Core Abilities self-assessment reflection.				
<i>890-125 Student Success</i>				
Complete reflection essays on Core Abilities and Occupational Skills development.				
<i>890-130 Career Development</i>				
Work Cooperatively				
<i>Complete assigned tasks for team/group work.</i>				
<i>Use collaborative strategies to complete tasks.</i>				
<i>Exchange information, ideas, and opinions in a team/group setting.</i>				
<i>Show evidence of respect for diversity.</i>				
Act Responsibly				
<i>Complete assigned tasks according to prescribed deadlines.</i>				
<i>Complete assigned tasks according to prescribed criteria.</i>				
<i>Adhere to established attendance criteria.</i>				
Value Self Positively				
<i>Adapt hygiene and appearance to requirements of work and educational environment.</i>				
<i>Identify personal strengths and areas for improvement.</i>				
<i>Exchange information, ideas, and opinions in a team/group setting.</i>				
<i>Show evidence of respect for diversity.</i>				
Think Critically and Creatively				
<i>Distinguish between fact and opinion.</i>				
<i>Synthesize information from a variety of sources.</i>				
<i>Use problem-solving and decision-making strategies.</i>				
<i>Apply global perspective to decisions and actions.</i>				

	Contact Course Instructor If No Artifact Is Listed In This Column	ARTIFACT		
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Core Abilities (continued)	Suggested Work Sample from Performance Asmt			
Communicate Clearly				
<i>Use bias-free language.</i>				
<i>Use language that is free of obscenities.</i>				
<i>Apply listening skills.</i>				
<i>Apply standard rules of language structure including grammar, spelling, and punctuation.</i>				
Work Productively				
<i>Complete assigned tasks according to established conditions.</i>				
<i>Evaluate work using established criteria.</i>				
Learn Effectively				
<i>Use resources to meet learning needs.</i>				
<i>Organize information.</i>				
<i>Produce evidence of learning.</i>				