

**PORTFOLIO WORKSHEET**  
**2004-2005**

**Program Name:** Child Care Services  
**Program Number:** 31-307-1  
**Required DML:** Capstone Projects, Demonstrations

**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.

	ARTIFACT		
	A	B	C
	Work Sample Linked to Outcome	Self Assessment/ Reflection Statement	Transcript Used
Contact Course Instructor If No Artifact Is Listed In This Column			
Suggested Work Sample from Performance Asmt			
<b>EXIT LEARNING OUTCOMES</b>			
<b>Program Learner Outcomes</b>			
Demonstrate advocacy and professional and ethical standards			
Develop respectful relationships utilizing communication techniques with staff, families and communities.			
Implement developmentally appropriate curriculum.			
Incorporate developmentally appropriate guidance strategies.			
Integrate safe, healthy and nutritional practices within the early childhood setting according to local,			
Provide a respectful, diverse and inclusive program			
Relate child development theory to practice.			
Utilize criteria, procedures and documentation methods for observing and assessment			
<b>General Education Learner Outcomes</b>			
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.			
<i>801-195 Written Communication</i>			
<b>Core Abilities</b>			
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>			

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

		ARTIFACT		
		A	B	C
		Work Sample Linked to Outcome	Self Assessment/ Reflection	Transcript Used
<b>Core Abilities (continued)</b>		<b>Suggested Work Sample from Performance Asmt</b>		
<b>Work Cooperatively</b>				
<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>				
<b>Act Responsibly</b>				
<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>				
<b>Value Self Positively</b>				
<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>				
<b>Think Critically and Creatively</b>				
<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>				
<b>Communicate Clearly</b>				
<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>				
<b>Work Productively</b>				
<i>Complete assigned tasks according to established conditions.</i>				
<i>Evaluate work using established criteria.</i>				
<b>Learn Effectively</b>				
<i>Use resources to meet learning needs.</i>				
<i>Organize information.</i>				
<i>Produce evidence of learning.</i>				