

PORTFOLIO WORKSHEET
2004-2005

Program Name: Criminal Justice - Corrections
Program Number: 10-504-2
Required DML: Portfolio Artifacts, Internships

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.

	Artifact Is Listed In This Column Suggested Work Sample from Performance Asmt	ARTIFACT		
		A Work Sample Linked to Outcome	B Self Assessment/ Reflection Statement	C Transcript Used
EXIT LEARNING OUTCOMES				
Program Learner Outcomes				
Apply the concept of growth and development to clientele in the criminal justice system.				
504-133 Adolescent/Juvenile Supervision				
504-110 Introduction to Criminal Justice Supervision				
504-102 Careers in Corrections				
Demonstrate interpersonal communication skills within corrections-related environments.				
504-136 Corrections Counseling				
504-103 Adult Institutional Supervision				
504-181 Ethnicity, Corrections and Supervision				
504-129 Interview Techniques				
504-155 Stress Management				
Develop a code of behavior to incorporate in a corrections career				
504-136 Corrections Counseling				
504-155 Stress Management				
504-181 Ethnicity, Corrections and Supervision				
504-122 Correctional Law, Codes, & Reports				
Explore procedures, practices and processes within the criminal justice system.				
504-103 Adult Institutional Supervision				
504-171 Corrections Writing				
504-143 Probation & Parole				
504-163 Emergency Procedures				
Simulate responding to emergency situations in the criminal justice system.				
504-163 Emergency Procedures				
504-136 Corrections Counseling				
504-103 Adult Institutional Supervision				

	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
Program Learner Outcomes (continued)				
Write a court ready document.				
<i>504-163 Emergency Procedures</i>				
<i>504-171 Corrections Writing</i>				
<i>504-143 Probation & Parole</i>				
General Education Learner Outcomes				
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 OR 801-198 Speech</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
<i>801-196 Oral / Interpersonal Communication OR 801-198 Speech</i>				
Determine the impact 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>				
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>				
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>				

Core Abilities (continued)				
<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>				
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>				