

PORTFOLIO WORKSHEET
2004-2005

Program Name: Food Service Production
Program Number: 31-303-2
Required DML: Demonstrations, Capstone Projects

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		
	A	B	C
Contact Course Instructor If No Artifact Is Listed In This Column	Work Sample Linked to Outcome	Self Assessment/ Reflection Statement	Transcript Used
Suggested Work Sample from Performance Asmt			
EXIT LEARNING OUTCOMES			
Program Learner Outcomes			
Apply food safety and sanitation practices to food preparation and service.			
<i>316-147 Sanitation and Safety</i>			
Apply multiple cooking methods in the preparation of meats, fish, poultry, vegetables, potatoes, soups, sauces, and bakery.			
<i>316-160 Baking</i>			
Apply nutritional principles to the preparation of food.			
<i>303-321 Nutrition</i>			
Make decisions related to the preparation of meat, fish, poultry, and other food products.			
<i>316-151 Fundamentals of Meat Analysis</i>			
General Education Learner Outcomes			
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.			
<i>801-310 Occupational Communication OR 801-195 Written Communication</i>			
OR <i>801-196 Oral / Interpersonal Communication</i>			
OR			
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.			
<i>801-196 Oral / Interpersonal Communication</i>			
Determine mathematical concepts needed to solve an application.			
<i>804-360 Occupational Math 1</i>			
Perform mathematical calculations.			
<i>804-360 Occupational Math 1</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>			

		ARTIFACT		
		A	B	C
		Work Sample Linked to Outcome	Self Assessment/ Reflection	Transcript Used
Core Abilities (continued)		Suggested Work Sample from Performance Asmt		
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>				
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>				