

PORTFOLIO WORKSHEET
2004-2005

Program Name: Graphic Communication - Electronic Prepress
Program Number: 10-111-6
Required DML: 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.**

Contact Course Instructor If No 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

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

EXIT LEARNING OUTCOMES
Program Learner Outcomes

Apply basic color theory.			
204-181 Prepress Process Color	courses that could supply artifact		
204-131 Electronic Photographics			
204-171 Production Planning			
204-141 Adobe Illustrator			
204-142 Freehand			
204-143 CorelDraw			
Apply graphic design techniques.			
204-165 Principles of Graphic Design	courses that could supply artifact		
204-111 Typography			
204-171 Production Planning			
204-142 Freehand			
204-143 CorelDraw			
Apply imaging operations.			
204-131 Electronic Photographics	courses that could supply artifact		
204-171 Production Planning			
111-101 Introduction to Graphic Communications			

		ARTIFACT		
		A	B	C
		Work Sample Linked to Outcome	Self Assessment/ Reflection Statement	Transcript Used
Program Learner Outcomes (Continued)		Contact Course Instructor If No Artifact Is Listed In This Column		
		Suggested Work Sample from Performance Asmt		
Apply problem-solving concepts to assigned tasks.				
204-171 Production Planning	courses that could supply artifact			
204-141 Adobe Illustrator				
204-142 Freehand				
204-143 CorelDraw				
204-111 Typography				
204-181 Prepress Process Color				
204-165 Principles of Graphic Design				
Apply team-building techniques to accomplish specific team goals.				
204-171 Production Planning	(Courses that could supply artifact)			
Assess customer needs.				
111-101 Introduction to Graphic Communications	courses that could supply artifact			
204-121 Publishing Principles				
204-171 Production Planning				
204-111 Typography				
204-142 Freehand				
Differentiate how work flows.				
204-171 Production Planning	courses that could supply artifact			
204-121 Publishing Principles				
111-101 Introduction to Graphic Communications				
Employ graphic software to produce documents.				
204-171 Production Planning	courses that could supply artifact			
111-101 Introduction to Graphic Communications				
204-111 Typography				
204-141 Adobe Illustrator				
204-142 Freehand				
204-143 CorelDraw				
Manage files.				
111-101 Introduction to Graphic Communications	courses that could supply artifact			
204-171 Production Planning				
204-111 Typography				
204-181 Prepress Process Color				
204-131 Electronic Photographics				

		ARTIFACT		
		A	B	C
		Work Sample Linked to Outcome	Self Assessment/ Reflection Statement	Transcript Used
General Education Learner Outcomes		Contact Course Instructor If No Artifact Is Listed In This Column		
Suggested Work Sample from Performance Asmt				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.				
801-195 <i>Written Communication</i> AND				
801-196 <i>Oral / Interpersonal Communication</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
801-196 <i>Oral / Interpersonal Communication</i>				
Perform mathematical calculations.				
804-174 <i>Survey of Mathematics</i>				
Determine mathematical concepts needed to solve an application.				
804-174 <i>Survey of Mathematics</i>				
Apply psychological principles to personal and professional relationships.				
809-199 <i>Psychology of Human Relations</i>				
Evaluate political, social, and scientific views on scientific topics.				
806-194 <i>Contemporary Issues in Science</i>				
Apply the foundational elements of economic reasoning to personal and business decision-making.				
809-195 <i>Economics</i>				
Examine the complexities of society from a sociological perspective.				
809-196 <i>Introduction to Sociology</i>				
Core Abilities				
Complete a Core Abilities self-assessment reflection.		Core Ability Inventory from Student Success & Career Development		
890-125 <i>Student Success</i>				
Complete reflection essays on Core Abilities and Occupational Skills development.		Essay is both work sample and reflection		
890-130 <i>Career Development</i>				

Core Abilites (Continued)**Work Cooperatively***Complete assigned tasks for team/group work.**Use collaborative strategies to complete tasks.**Exchange information, ideas, and opinions in a team/group setting.**Show evidence of respect for diversity.***Act Responsibly***Complete assigned tasks according to prescribed deadlines.**Complete assigned tasks according to prescribed criteria.**Adhere to established attendance criteria.***Value Self Positively***Adapt hygiene and appearance to requirements of work and educational environment.**Identify personal strengths and areas for improvement.**Exchange information, ideas, and opinions in a team/group setting.**Show evidence of respect for diversity.***Think Critically and Creatively***Distinguish between fact and opinion.**Synthesize information from a variety of sources.**Use problem-solving and decision-making strategies.**Apply global perspective to decisions and actions.***Communicate Clearly***Use bias-free language.**Use language that is free of obscenities.**Apply listening skills.**Apply standard rules of language structure including grammar, spelling, and punctuation.***Work Productively***Complete assigned tasks according to established conditions.**Evaluate work using established criteria.***Learn Effectively***Use resources to meet learning needs.**Organize information.**Produce evidence of learning.*