

PORTFOLIO WORKSHEET
2004-2005

Program Name: Industrial Engineering Technician
Program Number: 10-623-1
Required DML: 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				
Complete the process of solving and producing a technical documentation of a manufacturing related problem.	End of term comprehensive project (indiv. only)			
<i>623-185 Manufacturing Problems</i>	Quizzes			
Formulate supply chain policies for an organization.	End of term written project or presentation			
Operate CNC equipment.	End of term written project			
<i>623-192 Computer Aided Inspection</i>	w/ piece part			
Operate gauging and measuring equipment.	End of term written project			
<i>623-190 Metrology and Quality Standards</i>	(individual or group)			
<i>623-192 Computer Aided Inspection</i>	Quizzes			
Plan a quality assurance system for an organization.	Midterm & Final Exam			
<i>628-136 Statistical Process Control</i>	End of term project, Group			
<i>623-162 Manufacturing Processes 1</i>	or Individual Presentation			
Produce process plans, manufacturing standards, document control instructions, and cost estimates for manufactured products.	Midterm & Final Exam			
<i>623-170 Process Planning and Group Technology</i>	End of term project			
<i>623-162 Manufacturing Processes 1</i>	Group Presentation (only)			
Recommend and/or Implement ergonomic guidelines in manufacturing.	Midterm & Final Exam			
<i>623-186 Industrial Ergonomics</i>	End of term project			
	Presentation			
General Education Learner Outcomes				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.				
<i>801-195 Written Communication</i> AND				
<i>801-196 Oral / Interpersonal Communication</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
<i>801-196 Oral / Interpersonal Communication</i>				

		ARTIFACT		
		A	B	C
		Work Sample Linked to Outcome	Self Assessment/ Reflection Statement	Transcript Used
General Education Learner Outcomes (continued)		Suggested Work Sample from Performance Asmt		
Perform mathematical calculations.				
804-175 Technical Math 1 AND				
804-176 Technical Math 2 AND				
804-177 Technical Math 3 AND				
804-178 Technical Math 4 AND				
806-155 Technical Physics				
Determine mathematical concepts needed to solve an application.				
804-175 Technical Math 1 AND				
804-176 Technical Math 2 AND				
804-177 Technical Math 3 AND				
804-178 Technical Math 4 AND				
806-155 Technical Physics				
Apply technical principles of physics in scientific and industrial settings.				
806-155 Technical Physics				
Apply the foundational elements of economic reasoning to personal and business decision-making.				
809-195 Economics				
Examine the complexities of society from a sociological perspective.				
809-196 Introduction to Sociology				
Apply psychological principles to personal and professional relationships.				
809-199 Psychology of Human Relations				
Core Abilities				
Complete a Core Abilities self-assessment reflection.				
890-125 Student Success				
Complete reflection essays on Core Abilities and Occupational Skills development.				
890-130 Career Development				
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.				

		ARTIFACT		
Core Abilities (continued)	Contact Course Instructor If No Artifact Is Listed In This Column	A	B	C
	Suggested Work Sample from Performance Asmt	Work Sample Linked to Outcome	Self Assessment/ Reflection Statement	Transcript Used
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>				