

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

**Program Name:** Instructional Assistant  
**Program Number:** 10-522-2  
**Required DML:** Capstone/Field Experiences

**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  Suggested Work Sample from Performance Asmt	ARTIFACTS		
		A  Work Sample Linked to Outcome	B  Self Assessment/ Reflection Statement	C  Advanced Standing Portfolio OR Transcript Used
<b>EXIT LEARNING OUTCOMES</b>				
<b>Program Learner Outcomes</b>				
Assist all students in maintaining appropriate behaviors in individual and group settings.				
522-105 Field Experience 1 <b>AND/OR</b>	Field Experience Evaluations			
522-115 Field Experience 2 <b>AND/OR</b>	Bulletin Boards, Photos/Displays			
522-125 Field Experience 3 <b>AND/OR</b>	Learning Centers			
Assume responsibility for ethical, moral, and legal practices.				
522-105 Field Experience 1 <b>AND/OR</b>	Field Experience Evaluations			
522-115 Field Experience 2 <b>AND/OR</b>	Bulletin Boards, Photos/Displays			
522-125 Field Experience 3 <b>AND/OR</b>	Learning Centers			
Carry out school and classroom policies, procedures, and tasks.				
522-105 Field Experience 1 <b>AND/OR</b>	Field Experience Evaluations			
522-115 Field Experience 2 <b>AND/OR</b>	Bulletin Boards, Photos/Displays			
522-125 Field Experience 3 <b>AND/OR</b>	Learning Centers			
Communicate effectively with students, school staff, and others.				
522-105 Field Experience 1 <b>AND/OR</b>	Field Experience Evaluations			
522-115 Field Experience 2 <b>AND/OR</b>	Bulletin Boards, Photos/Displays			
522-125 Field Experience 3 <b>AND/OR</b>	Learning Centers			
Fulfill role responsibilities of the position in relation to school staff and students.				
522-105 Field Experience 1 <b>AND/OR</b>	Field Experience Evaluations			
522-115 Field Experience 2 <b>AND/OR</b>	Bulletin Boards, Photos/Displays			
522-125 Field Experience 3 <b>AND/OR</b>	Learning Centers			
Implement instructional strategies to support all student learning.				
522-105 Field Experience 1 <b>AND/OR</b>	Field Experience Evaluations			
522-115 Field Experience 2 <b>AND/OR</b>	Bulletin Boards, Photos/Displays			
522-125 Field Experience 3 <b>AND/OR</b>	Learning Centers			

		ARTIFACTS		
		A	B	C
		Work Sample Linked to Outcome	Self Assessment/ Reflection Statement	Advanced Standing Portfolio OR Transcript Used
<b>Program Learner Outcomes (continued)</b>		Contact Course Instructor If No Artifact Is Listed In This Column		
Provide a variety of instructional media and technology.				
522-105 <i>Field Experience 1 AND/OR</i>		Field Experience Evaluations		
522-115 <i>Field Experience 2 AND/OR</i>		Bulletin Boards, Photos/Displays		
522-125 <i>Field Experience 3 AND/OR</i>		Learning Centers		
Utilize a variety of instructional media and technology.				
522-105 <i>Field Experience 1 AND/OR</i>		Field Experience Evaluations		
522-115 <i>Field Experience 2 AND/OR</i>		Bulletin Boards, Photos/Displays		
522-125 <i>Field Experience 3 AND/OR</i>		Learning Centers		
<b>General Education Learner Outcomes</b>				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communications.				
801-195 <i>Written Communication AND</i>				
801-196 <i>Oral/Interpersonal Communications OR</i> 801-197 <i>Technical Reporting OR</i>				
801-198 <i>Speech</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
801-196 <i>Oral/Interpersonal Communications OR</i> 801-197 <i>Technical Reporting OR</i>				
801-198 <i>Speech</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>				
Evaluate political, social, and 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>				
Determine the impact psychological and social factors have in shaping human behavior.				
809-198 <i>Intro to Psychology</i>				
<b>OR</b>				
Apply psychological principles to personal and professional relationships.				
809-199 <i>Psychology of Human Relations</i>				
Examine the complexities of society from a sociological perspective.				
809-196 <i>Intro to Sociology</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>				
<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>				