

PORTFOLIO WORKSHEET
2004-2005
Program Name: Legal Secretary
Program Number: 10-106-3
Required DML: Portfolio 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 Work Sample Linked to Outcome	B Self Assessment/ Reflection Statement	C Transcript Used
EXIT LEARNING OUTCOMES				
Program Learner Outcomes				
Apply legal concepts and terminology skills to assigned tasks. <i>106-167 Legal Processes and Systems</i>	Categorization of the Law			
Apply organizational skills to the legal setting. <i>106-167 Legal Processes and Systems</i>	Litigation Flowchart			
Assemble legal portfolio. <i>106-167 Legal Processes and Systems</i>	Portfolio			
Compose correspondence. <i>106-175 Legal Document Production 1</i>	Inter-Office Memo			
Establish individual code of professional ethics. <i>106-178 Legal Office Professional</i>	1-3 Page Paper on Professionalism			
Facilitate communication of legal matters. <i>106-169 Law Office Applications</i>	Letter to Register of Deeds			
Manage storage and retrieval of legal records. <i>106-169 Law Office Applications</i>	Word Processed Statement From Whitmore Project			
Perform office procedures. <i>106-169 Law Office Applications</i>	Trust Account Resume'			
Process legal billing. <i>101-110 Introduction to Accounting</i> <i>106-169 Law Office Applications</i>	Passenwehl-Schooner Exercise			
Produce documents. <i>106-176 Legal Document Production 2</i>	Articles of Incorporation			
Research legal specific data. <i>106-169 Law Office Applications</i>	Legal Specific Paper from Internet Info			
Transcribe dictation. <i>106-175 Legal Document Production 1</i>	Transcription from dictation tape			
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</i>				

		ARTIFACT		
		A	B	C
		Work Sample Linked to Outcome	Self Assessment/ Reflection	Transcript Used
General Education Learner Outcomes (continued)		Suggested Work Sample from Performance Asmt		
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
<i>801-196 Oral / Interpersonal Communication</i>				
Evaluate political, social, and scientific views on scientific topics.				
<i>806-194 Contemporary Issues in Science</i>				
Apply the foundational elements of economic reasoning to personal and business decision-making.				
<i>809-195 Economics</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>				
Apply psychological principles to personal and professional relationships.				
<i>809-199 Psychology of Human Relations</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>				
<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>				

		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	Transcript Used
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>				