

Program Name: Supervisory Management
Program Number: 10-196-1
Required DML: Capstone Projects, Demonstrations, 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.

	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				
Demonstrate the skills and tools necessary to design, implement, and evaluate formal projects. <i>196-188 Project Management</i>	Final Project			
Examine personal values and perspectives to relate to the workplace. <i>196-190 Leadership Development</i>	Self Analysis			
Examine the changing environment of an organization. <i>196-168 Organizational Development</i>	Presentation of Written Final Project			
Examine the role quality plays in an organization. <i>196-192 Managing for Quality</i>	Final Project			
Explore strategies to direct individuals and processes in an organization. <i>196-191 Supervision</i>	Interview Paper			
Identify supervisor's responsibility for maintaining a safe and productive workplace. <i>196-136 Safety in the Workplace</i>	Final Project			
Integrate facets of the Human Resource function into an organization. <i>196-193 Human Resource Management</i>	Human Resource Manual			
Practice team building and problem-solving strategies. <i>196-189 Team Building and Problem Solving</i>	Team Presentation			
General Education Learner Outcomes				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication <i>801-195 Written Communication AND 801-196 Oral / Interpersonal Communication OR 801-197 Technical Reporting OR 801-198 Speech</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making. <i>801-196 Oral / Interpersonal Communication OR 801-197 Technical Reporting OR 801-198 Speech</i>				
Perform mathematical calculations. <i>804-174 Survey of Mathematics 804-149 Math Processes</i>				

	Artifact Is Listed In This Column	ARTIFACT		
		A Work Sample Linked to Outcome	B Self Assessment/ Reflection	C Used
General Education Learner Outcomes (continued)	Suggested Work Sample from Performance Asmt			
Determine mathematical concepts needed to solve an application.				
<i>804-174 Survey of Mathematics</i>				
<i>804-149 Math Processes</i>				
Apply psychological principles to personal and professional relationships				
<i>809-199 Psychology of Human Relations</i>				
OR				
Determine the impact of psychological and social factors have in shaping human behavior.				
<i>809-198 Introduction to Psychology</i>				
Apply the foundational elements of economic reasoning to personal and business decision-making				
<i>809-195 Economics</i>				
Evaluate political, social, and scientific views on scientific topics.				
<i>806-194 Contemporary Issues in Science</i>				
Examine the complexities of society from a sociological perspective.				
<i>809-196 Introduction to Sociology</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)	Artifact Is Listed In This Column	A	B	C
	Suggested Work Sample from Performance Asmt	Work Sample Linked to Outcome	Self Assessment/ Reflection	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>				