

PORTFOLIO WORKSHEET
2004-2005

Program Name: Tool and Die Making
Program Number: 32-439-1
Required DML: Portfolio/Artifact

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		
	A Work Sample Linked to Outcome	B Self Assessment/ Reflection Statement	C Transcript Used
EXIT LEARNING OUTCOMES			
Program Learner Outcomes			
Build a mold die.			
<i>439-323 Mold Making 1</i>			
<i>439-324 Mold Making 2</i>			
Build jigs and fixtures.			
<i>439-304 Jig and Fixture Making</i>			
Build stamping dies.			
<i>439-333 Die Making 1</i>			
<i>439-334 Die Making 2</i>			
Identify materials used in all facets of tool and die making.			
<i>439-397 Metallurgy</i>			
Interpret part drawings.			
<i>439-398 Mold and Die Print Reading</i>			
Operate CAM systems.			
<i>617-141 Computer Aided Manufacturing</i>			
Operate CNC machine tools.			
<i>439-302 Conventional Machining 1</i>			
<i>439-303 Conventional Machining 2</i>			
<i>439-305 CNC Machining</i>			
Operate conventional machine tools.			
<i>439-302 Conventional Machining 1</i>			
<i>439-303 Conventional Machining 2</i>			
Set up CNC machine tools.			
<i>439-302 Conventional Machining 1</i>			
<i>439-303 Conventional Machining 2</i>			
<i>439-305 CNC Machining</i>			

	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
Program Learner Outcomes (continued)				
Set up conventional machine tools.				
439-302 <i>Conventional Machining 1</i>				
439-303 <i>Conventional Machining 2</i>				
General Education Learner Outcomes				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.				
801-310 <i>Occupational Communication</i>				
Perform mathematical calculations.				
804-360 <i>Occupational Math 1</i> AND				
804-361 <i>Occupational Math 2</i> AND				
804-362 <i>Occupational Math 3</i>				
Determine mathematical concepts needed to solve an application.				
804-360 <i>Occupational Math 1</i> AND				
804-361 <i>Occupational Math 2</i> AND				
804-362 <i>Occupational Math 3</i>				
Develop professional internal and external workplace customer relations.				
809-300 <i>Occupational Success Strategies</i>				
Core Abilities				
Complete a Core Abilities self-assessment reflection.				
890-125 <i>Student Success</i>				
Complete reflection essays on Core Abilities and Occupational Skills development.				
890-130 <i>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>				
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>				