

**MORAINE PARK TECHNICAL COLLEGE  
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST  
2005-2006**

**Program Name:** Air Conditioning / Heating / Refrigeration Technology  
**Program Number:** 10-601-1  
**Required DML:** Capstone Projects and Certification Exam(s)

**Student Name:**  
**MPTC Six-Digit Student ID #:**  
**Semester of Program Acceptance:**

\* \* \*At least one artifact is required for each learning outcome \* \* \*

**Directions:** In columns A and B, student enters dates when items are completed or checks Column C if transcript is used for advanced standing credits. Verifier initials column D when portfolio is verified for graduation requirement. Submit a signed copy (see last page) of this form with a copy of your portfolio for verification. Note: Keep original portfolio; submit a copy.

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	A	B	C	D
Suggested Work Sample from Performance Asmt	Work Sample Linked to Outcome	Reflection Statement	Transcript Used	Verified	
<b>Program Learning Outcomes</b>					
Complete the process of installing, servicing, and commissioning residential heating, ventilation and air conditioning equipment.	Residential HVAC Capstone (?)				
Complete the process of installing, servicing, and commissioning commercial heating, ventilating and air conditioning equipment.	Commerical HVAC Capstone (?)				
Complete the process of installing, servicing, and commissioning commercial refrigeration equipment.	Food Service Capstone (?)				

		ARTIFACT			
		A	B	C	D
		Work Sample Linked to Outcome	Reflection Statement	Transcript Used	Verified
		Suggested Work Sample from Performance Asmt			
<b>General Education Learning Outcomes</b>					
Perform mathematical calculations.					
<i>804-106 Intro to College Mathematics</i>					
Implement thermodynamic principles and properties to application-oriented problems					
<i>804-106 Intro to College Mathematics</i>					
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>					
Evaluate content, organization, supporting materials, credibility, and style of communication for decision making					
<i>801-196 Oral / Interpersonal Communication</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>					
Apply psychological principles to personal and professional relationships.					
<i>809-199 Psychology of Human Relations</i>					
<b>Core Abilities</b>					
<i>890-125 Student Success AND</i>		Core Ability Inventory			
<i>890-130 Career Development</i>		Core Ability Inventory and Self-assessment Reflection			
		<b>AND</b> Reflection essay "How I've Changed: Then and Now"			

Continued

**LEARNER:**

**I understand that this portfolio will be evaluated by educators and advisory committees and becomes the property of Moraine Park Technical College.**

The contents of this portfolio  
\_\_\_\_\_ **MAY**            **MAY NOT** \_\_\_\_\_  
be displayed to other students and the general public.

\_\_\_\_\_  
**Signature of Learner**

\_\_\_\_\_  
**Date**

**VERIFIER:**

**After verification is complete, forward portfolio to the Outcome Assessment Office.**

\_\_\_\_\_  
**Signature of Verifier**

\_\_\_\_\_  
**Date**