

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

Program Name: IT- Business and Technology Coordinator
Program Number: 10-154-2
Required DML: Portfolio Artifacts

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 |

| Program Learning Outcomes | | | | |
|---|---|--|--|--|
| Apply leadership skills. <i>196-190 Leadership Development</i> | Final Journal Entry | | | |
| Apply project management skills <i>154-102 Project Management Applications 2</i> | Final Team Project which includes use of resource software | | | |
| Assist in web maintenance functions. <i>152-115 Website Design, Implementation, and Maintenance</i> | Final Team Project | | | |
| Employ advanced software skills <i>106-133 Microsoft Office - Advanced Projects</i> | Client Project | | | |
| Explore innovative technologies AND Present implementation plans <i>154-103 Investigation and Implementation of New Technologies</i> | Final Team Project which includes use of resource software | | | |
| Provide first-level technical support. <i>106-188 Hardware / Software Support</i> | Disassemble and reassemble computer | | | |
| Train staff. <i>801-159 Training and Development in Office Systems AND 154-103 Investigation and Implementation of New Technologies</i> | Train Classmates Project Training Project | | | |

| | | ARTIFACT | | | |
|--|--|---|-------------------------|--------------------|----------|
| | | A | B | C | D |
| | | Work Sample Linked to Outcome | Reflection Statement | Transcript Used | Verified |
| | | Suggested Work Sample from Performance Asmt | | | |
| General Education Learning Outcomes | | Contact Course Instructor If No Artifact Is Listed In This Column | | | |
| Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication | | | | | |
| 801-159 Training and Development in Office Systems AND | | | | | |
| 801-195 Written Communication AND | | | | | |
| 801-196 Oral / Interpersonal Communication OR 801-198 Speech | | | | | |
| decision-making. | | | | | |
| 801-196 Oral / Interpersonal Communication OR 801-198 Speech | | | | | |
| Apply the foundational elements of economic reasoning to personal and business decision-making. | | | | | |
| 809-195 Economics | | | | | |
| Determine mathematical concepts needed to solve an application. | | | | | |
| 804-106 Intro to College Math | | | | | |
| Perform mathematical calculations. | | | | | |
| 804-106 Intro to College Math | | | | | |
| Examine the complexities of society from a sociological perspective. | | | | | |
| 809-196 Introduction to Sociology | | | | | |
| Determine the impact of psychological and social factors have in shaping human behavior. | | | | | |
| 809-198 Introduction to Psychology | | | | | |
| OR | | | | | |
| Apply psychological principles to personal and professional relationships. | | | | | |
| 809-199 Psychology of Human Relations | | | | | |
| Evaluate political, social, and scientific views on scientific topics. | | | | | |
| Core Abilities | | | | | |
| 890-125 Student Success AND | | Core Ability Inventory | | | |
| 890-130 Career Development | | Core Ability Inventory and Self-assessment Reflection | | | |
| | | AND 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