

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

Program Name: IT - Technical Support Specialist
Program Number: 10-154-4
Required DML: Internships, Demonstrations

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				
Install hardware / software to meet the user's needs. <i>106-188 Hardware / Software Support</i>	Performance Test Checklist			
Perform tasks required of a network administrator. <i>107-174 Microsoft Network Administration OR 107-175 Novell Network Administration</i>	Server Administration Checklist			
Provide technical support for users and computer systems <i>107-151 Computer System Maintenance</i>	Performance Checklist			
Set-up computer networks. <i>107-152 Computer Network Installation</i>	Cable Installation Project, Cable System Design Project, Peer Network Setup Checklists, Network Server Setup Checklists			
Write technical documentation. <i>801-197 Technical Reporting</i>	Artifacts: Instructions			
Support business applications <i>107-151 Computer System Maintenance</i>	Performance Checklist			
Troubleshoot business applications <i>107-151 Computer System Maintenance</i>	Performance Checklist			

Continued

ARTIFACT

<p>General Education Learning Outcomes</p>	<p>Contact Course Instructor If No Artifact Is Listed In This Column</p> <p>Suggested Work Sample from Performance Asmt</p>	<p>A</p> <p>Work Sample Linked to Outcome</p>	<p>B</p> <p>Reflection Statement</p>	<p>C</p> <p>Transcript Used</p>	<p>D</p> <p>Verified</p>
<p>Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication</p>					
<p><i>801-195 Written Communication AND</i></p>					
<p><i>801-196 Oral / Interpersonal Communication AND</i></p>					
<p><i>801-197 Technical Reporting AND</i></p>					
<p><i>801-159 Training & Development in Office Systems</i></p>					
<p>Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.</p>					
<p><i>801-196 Oral / Interpersonal Communication AND</i></p>					
<p><i>801-197 Technical Reporting</i></p>					
<p>Perform mathematical calculations.</p>					
<p><i>804-106 Introduction to College Mathematics OR 804-175 Technical Math 1</i></p>					
<p>Determine mathematical concepts needed to solve an application.</p>					
<p><i>804-106 Introduction to College Mathematics OR 804-175 Technical Math 1</i></p>					
<p>Apply the foundational elements of economic reasoning to personal and business decision-making.</p>					
<p><i>809-195 Economics</i></p>					
<p>Examine the complexities of society from a sociological perspective.</p>					
<p><i>809-196 Introduction to Sociology</i></p>					
<p>Apply psychological principles to personal and professional relationships.</p>					
<p><i>809-199 Psychology of Human Relations</i></p>					
<p>OR</p>					
<p>Determine the impact psychological and social factors have in shaping human behavior.</p>					
<p><i>809-198 Introduction to Psychology</i></p>					
<p>Core Abilities</p>					
<p><i>890-125 Student Success AND</i></p>	<p>Core Ability Inventory</p>				
<p><i>890-130 Career Development</i></p>	<p>Core Ability Inventory and Self-assessment Reflection</p>				
<p>AND</p>					
<p>Reflection essay "How I've Changed: Then and Now"</p>					
<p style="text-align: center;">Continued</p>					

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