

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

Program Name: Instructional Assistant
Program Number: 10-522-2
Required DML: Capstone/Field Experiences

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				
Assist all students in maintaining appropriate behaviors in individual and group settings.	Field Experience			
<i>522-105 Field Experience 1 AND/OR</i>	Evaluations, Bulletin			
<i>522-115 Field Experience 2 AND/OR</i>	Boards, Phots/Displays,			
<i>522-125 Field Experience 3 AND/OR</i>	Learning Centers			
Assume responsibility for ethical, moral, and legal practices.	Field Experience			
<i>522-105 Field Experience 1 AND/OR</i>	Evaluations, Bulletin			
<i>522-115 Field Experience 2 AND/OR</i>	Boards, Phots/Displays,			
<i>522-125 Field Experience 3 AND/OR</i>	Learning Centers			
Carry out school and classroom policies, procedures, and tasks.	Field Experience			
<i>522-105 Field Experience 1 AND/OR</i>	Evaluations, Bulletin			
<i>522-115 Field Experience 2 AND/OR</i>	Boards, Phots/Displays,			
<i>522-125 Field Experience 3 AND/OR</i>	Learning Centers			
Communicate effectively with students, school staff, and others.	Field Experience			
<i>522-105 Field Experience 1 AND/OR</i>	Evaluations, Bulletin			
<i>522-115 Field Experience 2 AND/OR</i>	Boards, Phots/Displays,			
<i>522-125 Field Experience 3 AND/OR</i>	Learning Centers			
Fulfill role responsibilities of the position in relation to school staff and students.	Field Experience			
<i>522-105 Field Experience 1 AND/OR</i>	Evaluations, Bulletin			
<i>522-115 Field Experience 2 AND/OR</i>	Boards, Phots/Displays,			
<i>522-125 Field Experience 3 AND/OR</i>	Learning Centers			
Implement instructional strategies to support all student learning.	Field Experience			
<i>522-105 Field Experience 1 AND/OR</i>	Evaluations, Bulletin			
<i>522-115 Field Experience 2 AND/OR</i>	Boards, Phots/Displays,			
<i>522-125 Field Experience 3 AND/OR</i>	Learning Centers			

		ARTIFACT			
		A	B	C	D
		Work Sample Linked to Outcome	Reflection Statement	Transcript Used	Verified
		Contact Course Instructor If No Artifact Is Listed In This Column			
		Suggested Work Sample from Performance Asmt			
Program Learning Outcomes (continued)					
Provide a variety of instructional media and technology.		Field Experience			
522-105 Field Experience 1 AND/OR		Evaluations, Bulletin			
522-115 Field Experience 2 AND/OR		Boards, Photos/Displays,			
522-125 Field Experience 3 AND/OR		Learning Centers			
Utilize a variety of instructional media and technology.		Field Experience			
522-105 Field Experience 1 AND/OR		Evaluations, Bulletin			
522-115 Field Experience 2 AND/OR		Boards, Photos/Displays,			
522-125 Field Experience 3 AND/OR		Learning Centers			
General Education Learning Outcomes					
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communications.					
801-195 Written Communication AND					
801-196 Oral/Interpersonal Communications OR 801-197 Technical Reporting OR					
801-198 Speech					
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.					
801-196 Oral/Interpersonal Communications OR 801-197 Technical Reporting OR					
801-198 Speech					
Perform mathematical calculations.					
804-106 Introduction to College Mathematics					
Determine mathematical concepts needed to solve an application.					
804-106 Introduction to College Mathematics					
Apply the foundational elements of economic reasoning to personal and business decision-making.					
809-195 Economics					
Determine the impact psychological and social factors have in shaping human behavior.					
809-198 Intro to Psychology					
OR					
Apply psychological principles to personal and professional relationships.					
809-199 Psychology of Human Relations					
Examine the complexities of society from a sociological perspective.					
809-196 Intro to Sociology					

Continued

