

**MORAINÉ PARK TECHNICAL COLLEGE  
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST  
2006-2007**

**Program Name:** Legal Administrative Professional  
**Program Number:** 10-106-3  
**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 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	<b>A</b>	<b>B</b>	
<b>Suggested Work Sample from Performance Asmt</b>	<b>Reflection Statement</b>	<b>Work Sample Linked to Outcome</b>	

Program Learning Outcomes			
Establish individual code of professional ethics.			
Apply legal research, concepts, and terminology skills to assigned tasks.			
Produce correspondence and documents.			
Transcribe dictation.			
Perform office and legal billing procedures.			
Apply organizational skills.			
Facilitate communication of legal matters.			
Manage storage and retrieval of legal documents.			

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		ARTIFACT	
		A	B
	Contact Course Instructor If No Artifact Is Listed In This Column		
	Suggested Work Sample from Performance Asmt	Work Sample Linked to Outcome	Reflection Statement

**Core Abilities**

890-125 Student Success <b>AND</b> 890-130 Career Development	Core Ability Inventory		
	Core Ability Inventory and Self-assessment Reflection		
	<b>AND</b> Reflection essay "How I've Changed: Then and Now"		

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**LEARNER:**

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

**VERIFIER:**

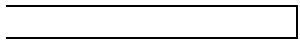
After verification is complete, forward portfolio to Outcome Assessment Office.

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

\_\_\_\_\_  
 Signature of Learner Date

\_\_\_\_\_  
 Signature of Verifier Date





<b>C</b>	<b>D</b>
Transcript Used	Verified

the

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