

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

Program Name: Supervisory Management
Program Number: 10-196-1
Required DML: Capstone Projects, Demonstrations, 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				
Demonstrate the skills and tools necessary to design, implement, and evaluate formal projects. <i>196-188 Project Management</i>	Final Project			
Examine personal values and perspectives to relate to the workplace. <i>196-190 Leadership Development</i>	Self Analysis			
Examine the changing environment of an organization. <i>196-168 Organizational Development</i>	Presentation of Written Final Project			
Examine the role quality plays in an organization. <i>196-192 Managing for Quality</i>	Final Project			
Explore strategies to direct individuals and processes in an organization. <i>196-191 Supervision</i>	Interview Paper			
Identify supervisor's responsibility for maintaining a safe and productive workplace. <i>196-136 Safety in the Workplace</i>	Final Project			
Integrate facets of the Human Resource function into an organization. <i>196-193 Human Resource Management</i>	Human Resource Manual			
Practice team building and problem-solving strategies. <i>196-189 Team Building and Problem Solving</i>	Team Presentation			

Continued

		ARTIFACT			
		A	B	C	D
		Work Sample Linked to Outcome	Reflection Statement	Transcript Used	Verified
		Suggested Work Sample from Performance Asmt			
		Contact Course Instructor If No Artifact Is Listed In This Column			
General Education Learning Outcomes					
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication					
801-195 Written Communication AND					
801-196 Oral / Interpersonal Communication 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 Communication OR 801-197 Technical Reporting					
OR 801-198 Speech					
Perform mathematical calculations.					
804-106 Intro to College Mathematics					
Determine mathematical concepts needed to solve an application.					
804-106 Intro to College Mathematics					
Apply psychological principles to personal and professional relationships.					
809-199 Psychology of Human Relations					
OR					
Determine the impact of psychological and social factors have in shaping human behavior.					
809-198 Introduction to Psychology					
Apply the foundational elements of economic reasoning to personal and business decision-making.					
809-195 Economics					
Examine the complexities of society from a sociological perspective.					
809-196 Introduction to Sociology					
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
