

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

**Program Name:** Alcohol/Other Drug Abuse  
**Program Number:** 10-550-1  
**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	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Suggested Work Sample from Performance Asmt</b>	<b>Reflection Statement</b>	<b>Work Sample Linked to Outcome</b>	<b>Transcript Used</b>	<b>Verified</b>

**Program Learning Outcomes**

<b>Apply crisis intervention strategies.</b>				
<i>550-157 AODA Internship 2</i>	Scoring guides and evaluation by clinical Supervisor of internship skills LP9 Scoring guide			
<i>550-131 Crisis Management</i>	Instructor Evaluation of Students response to crisis management			
<b>Assess clients for substance abuse / dependence disorders.</b>				
<i>550-156 AODA Internship 1</i>	LP 4 scoring guide and evaluation of Student skills in screening Clients			
<i>550-157 AODA Internship 2</i>	LP 3 scoring guide and evaluation by Clinical Supervisor of Interns skills in assessing Clients			
<i>550-121 Introduction to Substance Abuse Treatment</i>	Videotaped screening interview			

		ARTIFACT			
		A	B	C	D
		Work Sample Linked to Outcome	Reflection Statement	Transcript Used	Verified
Program Learning Outcomes (continued)		Suggested Work Sample from Performance Asmt			
Conduct clinical interviews.					
<i>550-156 AODA Internship 1</i>		Scoring guide for LP4 screening interview and/or supervisors evaluation of student			
<i>550-157 AODA Internship 2</i>		Assessment interviewing LP3 scoring guide and clinical supervisors evaluation of students interviewing skills			
<i>550-125 Counseling Skills and Practice</i>		Videotaped interview session			
Demonstrate case management.					
<i>550-157 AODA Internship 2</i>		LP5 scoring guide to performance assessment and clinical supervisors evaluation of students skills as a case manager			
Develop treatment plans.					
<i>550-121 Introduction to Substance Abuse Treatment</i>		Sample Treatment Plan			
<i>550-157 AODA Internship 2</i>		Sample Treatment Plans <b>OR</b> Scoring guide of LP4 of AODA Internship 2 with clinical supervisors evaluations of students treatment planning skills			

Continued

		ARTIFACT				
Program Learning Outcomes (continued)		Contact Course Instructor If No Artifact Is Listed In This Column  Suggested Work Sample from Performance Asmt	A  Work Sample Linked to Outcome	B  Reflection Statement	C  Transcript Used	D  Verified
Evaluate the effects of substance use on the human body.						
550-106 Physiological Complications/Psychopharmacology		Paper on a drug and its impact on the body. LP 7-11 assessment				
550-156 AODA Internship 1		LP4 Scoring guides or evaluation of screening clients				
550-157 AODA Internship 2		LP3 Scoring guide and clinical supervisors evaluation of students assessment of client's substance use				
Maintain clinical records.						
550-156 AODA Internship 1		Scoring guide <b>and/or</b> supervisors evaluation of students record management. LP10				
550-157 AODA Internship 2		Scoring guide <b>and</b> supervisors evaluation of student's record keeping LP12				
550-112 Clients Rights, Confidentiality, and Ethics		Assessment for LP3				
Provide AODA education to clients.						
550-156 AODA Internship 1		Demonstration of educating clients <b>and/or</b> scoring guides and supervisors evaluations of providing clients with education LP9				
<i>Continued</i>						

		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  <b>Suggested Work            Sample from            Performance Asmt</b>					
<b>Program Learning Outcomes (continued)</b>					
Provide counseling services to clients.					
<i>550-157 AODA Internship 2</i>		Scoring guides to LP7 <b>or</b> LP8 <b>and</b> supervisors evaluation of student's counseling skills			
<i>550-125 Counseling Skills and Practice</i>		Video Demonstration of Basic Counseling skills			
<i>550-140 Counseling Theory and Practice</i>		Demonstration of the application of Counseling theory to practice LP's			
<i>550-141 Group Facilitation</i>		Demonstration of Facilitating a group <b>and/or</b> evaluation of this demonstration			

Continued

**ARTIFACT**

**Core Abilities**

*890-125 Student Success AND  
890-130 Career Development*

Core Ability Inventory

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.**

**VERIFIER:**

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

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

\_\_\_\_\_  
**Signature of Verifier**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Learner**

\_\_\_\_\_  
**Date**

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