

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

**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.
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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>

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

*Continued*

		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			
<b>Program Learning Outcomes (continued)</b>					
Provide a variety of instructional media and technology.					
522-105 Field Experience 1 <b>AND/OR</b>		Field Experience			
522-115 Field Experience 2 <b>AND/OR</b>		Evaluations, Bulletin			
522-125 Field Experience 3 <b>AND/OR</b>		Boards, Phots/Displays, Learning Centers			
Utilize a variety of instructional media and technology.					
522-105 Field Experience 1 <b>AND/OR</b>		Field Experience			
522-115 Field Experience 2 <b>AND/OR</b>		Evaluations, Bulletin			
522-125 Field Experience 3 <b>AND/OR</b>		Boards, Phots/Displays, Learning Centers			
<b>General Education Learning Outcomes</b>					
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communications.					
801-195 Written Communication <b>AND</b>					
801-196 Oral/Interpersonal Communications <b>OR</b> 801-197 Technical Reporting <b>OR</b>					
801-198 Speech					
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.					
801-196 Oral/Interpersonal Communications <b>OR</b> 801-197 Technical Reporting <b>OR</b>					
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					
<b>OR</b>					
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					
<b>Continued</b>					

