

**MORAINE 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 **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	Reflection Statement	Work Sample Linked to Outcome	Transcript Used	Verified

Program Learning Outcomes

Establish individual code of professional ethics. <i>106-178 Legal Office Professional</i>	1-3 page paper on professionalism			
Apply legal research, concepts, and terminology skills to assigned tasks. <i>106-169 Law Office Applications</i>	Legal specific paper developed from research			
Produce correspondence and documents. <i>106-176 Legal Document Production 2</i>	Article of Incorporation			
Transcribe dictation. <i>106-175 Legal Document Production 1</i>	Transcription from dictation tape			
Perform office and legal billing procedures. <i>106-169 Law Office Applications</i>	Trust Account Resume			
Apply organizational skills. <i>106-167 Legal Processes and Systems</i>	Litigation Flowchart			
Facilitate communication of legal matters. <i>106-169 Law Office Applications</i>	Letter to Register of Deeds			
Manage storage and retrieval of legal documents. <i>106-169 Law Office Applications</i>	Word statement from Whitmore Project			

Continued

		ARTIFACT			
	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
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 Learner

Date

Signature of Verifier

Date