

**MORAINÉ PARK TECHNICAL COLLEGE
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST
2007-2008**

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.

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

Your Student Portfolio will be evaluated by educators and advisory committee members and becomes the property of Moraine Park Technical College.

Program Learning Outcomes				
<i>Apply crisis intervention strategies.</i>				
<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			
<i>Assess clients for substance abuse / dependence disorders.</i>				
<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.					
550-156 AODA Internship 1		Scoring guide for LP4 screening interview and/or supervisors evaluation of student			
550-157 AODA Internship 2		Assessment interviewing LP3 scoring guide and clinical supervisors evaluation of students interviewing skills			
550-125 Counseling Skills and Practice		Videotaped interview session			
Demonstrate case management.					
550-157 AODA Internship 2		LP5 scoring guide to performance assessment and clinical supervisors evaluation of students skills as a case manager			
Develop treatment plans.					
550-121 Introduction to Substance Abuse Treatment		Sample Treatment Plan			
550-157 AODA Internship 2		Sample Treatment Plans OR Scoring guide of LP4 of AODA Internship 2 with clinical supervisors evaluations of students treatment planning skills			

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					
Program Learning Outcomes (continued)					
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 and/or supervisors evaluation of students record management. LP10				
550-157 AODA Internship 2	Scoring guide and 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 and/or 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 Suggested Work Sample from Performance Asmt					
Program Learning Outcomes (continued)					
Provide counseling services to clients.					
<i>550-157 AODA Internship 2</i>		Scoring guides to LP7 or LP8 and 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 and/or evaluation of this demonstration			

Continued

ARTIFACT

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.

VERIFIER:

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

<p>The contents of this portfolio _____ MAY MAY NOT _____ be displayed to other students and the general public.</p>

Signature of Learner

Date

Signature of Verifier

Date