

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

**Program Name:** Air Conditioning / Heating / Refrigeration Technology  
**Program Number:** 10-601-1  
**Required DML:** Capstone Projects and Certification Exam(s)

**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	<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>

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

<b>Program Learning Outcomes</b>				
Complete the process of installing, servicing, and commissioning residential heating, ventilation and air conditioning equipment.	Residential HVAC Capstone (?)			
Complete the process of installing, servicing, and commissioning commercial heating, ventilating and air conditioning equipment.	Commerical HVAC Capstone (?)			
Complete the process of installing, servicing, and commissioning commercial refrigeration equipment.	Food Service Capstone (?)			

**Continued**

**ARTIFACT**

<b>Core Abilities</b>				
<i>890-125 Student Success</i> <b>AND</b> <i>890-130 Career Development</i>	Core Ability Inventory			
	Core Ability Inventory and Self-assessment Reflection			
	<b>AND</b> Reflection essay "How I've Changed: Then and Now"			

**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

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