

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

**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.

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.
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<b>Program Learning Outcomes</b>				
Support all learning based on knowledge of subject matter.	Field Experience Evaluations, Bulletin Boards, Photos/Displays, Learning Centers			
522-105 Field Experience 1 <b>AND/OR</b>				
522-115 Field Experience 2 <b>AND/OR</b>				
522-125 Field Experience 3 <b>AND/OR</b>				
Identify developmentally appropriate child/adolescent physical, social, emotional, intellectual, and language characteristics and their developments and environmental impact on learning.	Field Experience Evaluations, Bulletin Boards, Photos/Displays, Learning Centers			
522-105 Field Experience 1 <b>AND/OR</b>				
522-115 Field Experience 2 <b>AND/OR</b>				
522-125 Field Experience 3 <b>AND/OR</b>				
Adapt instruction to meet the diverse needs of all learners.	Field Experience Evaluations, Bulletin Boards, Photos/Displays, Learning Centers			
522-105 Field Experience 1 <b>AND/OR</b>				
522-115 Field Experience 2 <b>AND/OR</b>				
522-125 Field Experience 3 <b>AND/OR</b>				
Utilize a variety of instructional strategies, media, and technology to foster the development of critical thinking and problem solving.	Field Experience Evaluations, Bulletin Boards, Photos/Displays, Learning Centers			
522-105 Field Experience 1 <b>AND/OR</b>				
522-115 Field Experience 2 <b>AND/OR</b>				
522-125 Field Experience 3 <b>AND/OR</b>				
Use proactive classroom management techniques to promote a positive class climate, intrinsic motivation, and optimal learning.	Field Experience Evaluations, Bulletin Boards, Photos/Displays, Learning Centers			
522-105 Field Experience 1 <b>AND/OR</b>				
522-115 Field Experience 2 <b>AND/OR</b>				
522-125 Field Experience 3 <b>AND/OR</b>				

Demonstrate effective written and verbal communication in working collaboratively within the school setting and interactions with students and families.	Field Experience Evaluations, Bulletin Boards, Photos/Displays, Learning Centers				
522-105 Field Experience 1 <b>AND/OR</b>					
522-115 Field Experience 2 <b>AND/OR</b>					
522-125 Field Experience 3 <b>AND/OR</b>					

*Continued*

		ARTIFACT			
		A	B	C	D
		Work Sample Linked to Outcome	Reflection Statement	Transcript Used	Verified
<b>Program Learning Outcomes (continued)</b>		Contact Course Instructor If No Artifact Is Listed In This Column			
Assistant in planning and implementing instructional strategies that reflect the learning cycle.		Suggested Work Sample from Performance Asmt			
522-105 Field Experience 1 <b>AND/OR</b>		Field Experience Evaluations, Bulletin Boards, Photos/Displays, Learning Centers			
522-115 Field Experience 2 <b>AND/OR</b>					
522-125 Field Experience 3 <b>AND/OR</b>					
Incorporate the reflective process to promote student learning and professional growth.		Field Experience Evaluations, Bulletin Boards, Photos/Displays, Learning Centers			
522-105 Field Experience 1 <b>AND/OR</b>					
522-115 Field Experience 2 <b>AND/OR</b>					
522-125 Field Experience 3 <b>AND/OR</b>					
Assume professional responsibility for ethical, moral, and legal policies and procedures.					
Provide for the health and safety needs of students.					
<b>Continued</b>					
<b>Core Abilities</b>					
890-125 Student Success <b>AND</b>		Core Ability Inventory			
890-130 Career Development		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.

**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.
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\_\_\_\_\_  
Signature of Learner Date

\_\_\_\_\_  
Signature of Verifier Date