

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

**Program Name:** Legal Secretary  
**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.**

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>				
Apply legal concepts and terminology skills to assigned tasks. <i>106-167 Legal Processes and Systems</i>	Categorization of the Law			
Apply organizational skills to the legal setting. <i>106-167 Legal Processes and Systems</i>	Litigation Flowchart			
Assemble legal portfolio. <i>106-167 Legal Processes and Systems</i>	Portfolio			
Compose legal correspondence. <i>106-175 Legal Document Production 1</i>	Interoffice Memo			
Establish individual code of professional ethics. <i>106-178 Legal Office Professional</i>	1-3 Page Paper on Professionalism			
Facilitate communication of legal matters. <i>106-169 Law Office Applications</i>	Letter to Register of Deeds			
Manage storage and retrieval of legal records. <i>106-169 Law Office Applications</i>	Word Statement from Whitmore Project			
Perform law office procedures. <i>106-169 Law Office Applications</i>	Trust Account Resume'			
Process legal billing. <i>101-110 Introduction to Accounting</i>	Passenwehl-Schooner			
<i>106-169 Law Office Applications</i>	Exercise			

Continued

