

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

Program Name: Supervisory Management
Program Number: 10-196-1
Required DML: Capstone Projects, Demonstrations, 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	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				
Demonstrate the skills and tools necessary to design, implement, and evaluate formal projects. <i>196-188 Project Management</i>	Final Project			
Examine personal values and perspectives to relate to the workplace. <i>196-190 Leadership Development</i>	Self Analysis			
Examine the changing environment of an organization. <i>196-168 Organizational Development</i>	Presentation of Written Final Project			
Examine the role quality plays in an organization. <i>196-192 Managing for Quality</i>	Final Project			
Explore strategies to direct individuals and processes in an organization. <i>196-191 Supervision</i>	Interview Paper			
Identify supervisor's responsibility for maintaining a safe and productive workplace. <i>196-136 Safety in the Workplace</i>	Final Project			
Integrate facets of the Human Resource function into an organization. <i>196-193 Human Resource Management</i>	Human Resource Manual			
Practice team building and problem-solving strategies. <i>196-189 Team Building and Problem Solving</i>	Team Presentation			

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