

**MORAINÉ PARK TECHNICAL COLLEGE  
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST  
2009-2010**

**Program Name:** Barber/Cosmetologist  
**Program Number:** 31-502-1  
**Required Exit Assessment:** Paper Portfolio

**Student Name:**  
**MPTC Student ID #:**

\* \* \* 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.

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

	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
<b>Program Learning Outcomes</b>					
<b>Apply hair styling techniques.</b>					
<i>502-301 Hairstyling/Shampoo/Scalp</i>	Photographs with written documentation				
<i>502-302 Hairstyling/Basic Techniques</i>					
<i>502-303 Hairstyling/Updos &amp; Braids</i>					
<i>502-333 Chemical Relaxing &amp; Wigs</i>					
<b>Demonstrate chemical services (permanent waving and chemical relaxing).</b>					
<i>502-333 Chemical Relaxing &amp; Wigs</i>	Photographs with written documentation				
<i>502-334 Permanent Wave Techniques</i>					
<i>502-335 Permwave Design &amp; Wraps</i>					
<i>502-337 Advanced Design Wraps</i>					
<i>502-354 Chemistry</i>					
<b>Demonstrate core abilities.</b>					
<i>All Courses</i>	Photographs with written documentation				
<b>Demonstrate nail care services.</b>					
<i>502-309 Nail Care</i>	Photographs with written documentation				
<i>502-316 Artificial Nails</i>					
<i>Continued</i>					

		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			
Determine services required to meet client needs.					
<i>502-300 Professional Practices</i>		Photographs with written documentation			
<i>502-321 Salon Services 1</i>					
<i>502-322 Salon Services 2</i>		Photographs with written documentation			
<i>502-323 Salon Services 3</i>					
<i>502-324 Salon Services 4</i>					
<i>502-325 Salon Services 5</i>					
<i>502-356 Laws &amp; Rules/Skin Struc &amp; Disorder</i>					
Develop strategies to market products and services.					
<i>502-381 Salon Operations</i>		Photographs with written documentation			
Perform shampoo and scalp services.					
<i>502-301 Hairstyling/shampoo/scalp</i>		Photographs with written documentation			
Provide haircutting services.					
<i>502-311 Haircutting, Basic Forms</i>		Photographs with written documentation			
<i>502-312 Haircutting Techniques</i>					
<i>502-313 Short and Trend Cuts</i>					
<b>Core Abilities</b>					
<i>890-125 Student Success AND</i>		Core Ability Inventory			
<i>890-130 Career Development</i>		Core Ability Inventory and Self-assessment Reflection			
		<b>AND</b> Reflection essay "How I've Changed: Then and Now"			
Reviewed by Danielle D on 12/2/08					