

**MORAINE PARK TECHNICAL COLLEGE
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST**

2009-2010

Program Name: Chiropractic Technician

Student Name:

Program Number: 10-523-1

MPTC Student ID #:

Required Exit Assessment: Portfolio Artifacts - paper based

*** At least one artifact is required for each learning outcome ***

Directions: In columns A and B, student enters dates when items are completed or checked. 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

Program Learning Outcomes

Administer office procedures.

523-145 Chiropractic Office Management

Essays, interviews.

523-140 Chiropractic Office Procedures

Script tapes, fee calculations

Administer therapeutic modalities.

523-163 Chiropractic Radiographic/Therapy Internship

Internship Evaluation

523-170 Conjunctive Therapy

Practical, Handbook

Assist in patient education.

523-171 Chiropractic Patient Teaching

Taped presentation, PowerPoints, Newsletter

Complete radiographic imaging.

523-155 Chiropractic Radiology - Positioning

Evaluations, internship eval.

523-163 Chiropractic Radiographic/Therapy Internship

Internship Evaluation, Course Assignments

523-151 Chiropractic Radiology - Dynamics

Explain basic Chiropractic Philosophy.

523-125 Chiropractic Nutrition

Nutrition 3-Day Evaluation

523-110 Chiropractic Philosophy / Science

Essays, Assignments

Implement marketing.

523-140 Chiropractic Office Procedures

Videos, Internal and External Marketing Projects

523-171 Chiropractic Patient Teaching

Newsletter

Maintain equipment.

523-170 Conjunctive Therapy

Discussions on maintaining hydrocollator, electrodes, and patient care equipment.

523-145 Chiropractic Office Management

Essay on non-toxic cleaning approaches.

523-151 Chiropractic Radiology - Dynamics

Essay on processor cleaning and replenishment

Manage financial accounts

523-166 Chiropractic Insurance Applications Internship

Internship Evaluation

523-165 Chiropractic Insurance

Medisoft Assignments

Continued on next page

		ARTIFACT			
Contact Course Instructor If No Artifact Is Listed In This Column		A	B	C	D
Suggested Work Sample from Performance Asmt		Work Sample Linked to Outcome	Reflection Statement	Transcript Used	Verified
Program Learning Outcomes (continued)					
Operate equipment					
523-155 Chiropractic Radiology - Positioning	Evaluations				
523-170 Conjunctive Therapy	Practicals				
Manage patient care documentation.					
523-161 Chiropractic Exam	SOAP Worksheet				
523-170 Conjunctive Therapy	Sample documentation				
Perform basic examination procedures.					
523-161 Chiropractic Exam	Practical Evaluations, Vital Signs Worksheet				
Core Abilities					
890-125 Student Success AND 890-130 Career Development	Core Ability Inventory				
	Core Ability Inventory and Self-assessment Reflection				
	AND 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.

<p>The contents of this portfolio _____ MAY _____ MAY NOT _____ be displayed to other students and the general public.</p>
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Signature of Learner Date

VERIFIER:

After verification is complete, forward portfolio to the Outcome Assessment Office.

Signature of Verifier Date