

### MLIS Electronic Portfolio

The Master's Portfolio serves as the culminating outcomes assessment for students preparing to graduate from the School of Library and Information Science. It is an opportunity for students to reflect on their cumulative experiences in the program including both required and elective courses. The contents of the Portfolio focus on professional skills and knowledge developed during the student's coursework. After ascertaining that all required materials are present, the Portfolio is evaluated by a Faculty Committee consisting of a minimum of two full time faculty members.

#### Preparation

1. The student is responsible for preparing an electronic portfolio of his/her work while in the program.
2. The portfolio should be submitted for formal assessment:
  - a. **Fall: November 1 Winter: March 1 Spring/Summer: July 1**
  - b. After the student has successfully completed (B or better) all required courses. (Courses taken in the graduation semester must be successfully completed during the semester.)
  - c. Only after all Incompletes have been removed from the student's record.
3. The portfolio should include:
  - a. Only work completed since entering SLIS
  - b. Resume
  - c. Items of the highest quality representing the required portfolio areas;
  - d. A reflective essay analyzing the contribution of included items to the student's professional development and describing the student's beliefs regarding the professional responsibilities of an LIS Professional.
4. Criteria by which portfolios will be judged are:
  - a. Professional commitment indicated through inclusion and quality of all required items (50%)
  - b. Quality of the reflective essay (30%)
  - c. Electronic Portfolio's professional appearance (10%) and technical quality (10%)

#### Assessment

1. Submission: The portfolio may only be submitted for assessment twice. At the beginning of the semester the student plans to graduate an "Intent to Submit a Portfolio Application" is required and due by the date that graduation applications are due. By the dates listed above all portfolio requirements must be completed and made available on the student's Portfolio Site on the SLIS web server.

**PLEASE NOTE:** Electronic submission of the Master's portfolio is required.

2. Assessment Committee:

The Assessment Committee will consist of two SLIS Faculty members and one SLIS staff member.

Faculty and staff members are chosen at random from a pool of available faculty and staff during the semester the student graduates.

If a portfolio is assessed more than once, to the extent possible, each assessment will be carried out by the same faculty and staff.

3. Possible Actions: The assessment committee can take one of three actions:

*Pass.* A student who passes is then eligible to graduate if all other graduation requirements have been successfully completed

*Request resubmit.* with recommendations for revision or further coursework.

*No Pass.* No Pass can only be given after the second unsuccessful submission.

A student who fails to pass twice, will meet with the SLIS Director and the student's assessment committee for review and recommendation for further action.

**Rubric**

Criteria	Pass	No Pass
<b>Professional commitment</b>  Total Points = 5 (50 %)	All required items are included in the electronic portfolio. Items chosen for inclusion reflect understanding of and commitment to the LIS profession. Personal statements clearly demonstrate the item's relationship to the student's professional accomplishments.	Required items are missing from the electronic portfolio. It is difficult to ascertain how chosen items relate to the student's professional accomplishments and commitment to the profession.
<b>Reflective essay</b>  Total Points = 3 (30 %)	The essay demonstrates thoughtful reflection on the student's experiences and growth as an LIS professional. The student's overall experience, professional goals and commitment to the LIS profession are clearly discussed. Specific examples of experiences are included.	It is difficult to ascertain from the essay how experiences in SLIS resulted in professional growth and development. Professional goals and commitment are sketchy or missing. Examples are unrelated or missing.
<b>Electronic portfolio formatting</b>  Total Points = 1 (10%)	The portfolio meets all requirements laid out by SLIS including carefully sequencing items. The design of the portfolio is orderly with items easily accessible.	Some SLIS requirements including order of items are incorrect. The design of the portfolio interferes with understanding the content.
<b>Technical writing skills</b>  Total Points = 1 (10%)	The reflective essay is clearly organized and demonstrates graduate level analytic skills. There are no grammar, punctuation or spelling errors throughout the portfolio.	Organization of the reflective essay is haphazard. Analysis is simplistic or missing. Grammar, punctuation and spelling errors are found throughout the portfolio.

**10 Points = Pass**

**7 – 9 Points = Resubmit**

**Below 6 Points = No Pass**

### Portfolio Checklist

Each item of evidence should be prefaced with a brief statement of the motivation for and circumstances under which the item was produced, and its relationship to overall patterns of personal development. An item is defined as any product or process completed by a student in a course on their Plan of Work. For example, papers, Web sites, videotaped presentations, etc. are items. Items do not necessarily need to be formally graded products.

Required Items	Included		Evaluative Statement	
	YES	NO	YES	NO
Portfolio Checklist				
Reflective Essay  What are the characteristics, qualities and knowledge that you believe will be most important to you as an LIS Professional?  How do particular items of evidence in your portfolio contribute to these areas?  What is an LIS Professional?				
Core Class work samples + evaluation 6010 6080 6120 6210 7310 or 7040 7996				
Elective Course work samples + evaluation _____ _____ _____				
Certificate requirements <u>Certificate checklist</u> + all required materials submitted				
Resume				
Transcripts				