

MLIS ePortfolio Guidelines

LIS 8900 EPORTFOLIO (0 CREDIT)

All students are required to complete an ePortfolio in order to fulfill graduation requirements. Students in the School Library Media Specialist License Program (SLMS) should not register for LIS 8900. They will complete their ePortfolios during their student teaching course LIS 7283/6 Clinical Experience/Student Teaching. The ePortfolio provides students with the opportunity to integrate learning across the entire MLIS program and to present their reflections on their achievements in the program. Most aspects are completed as part of coursework. Developing an ePortfolio encourages the student to take a systematic look at learning experiences through self-reflection, self-evaluation, and synthesis and integration of knowledge with real world applications. The ePortfolio process also nurtures lifelong learning skills to prepare students for future challenges facing information professionals. The ePortfolio is submitted for initial review to a faculty review committee by October 15 for Fall graduation and by March 15 for Spring and Summer graduation. Prerequisite: Taken in the final semester.

ePortfolio as Process

Throughout the program, you will work with your advisor on setting up learning goals, evaluating milestones, and reflecting on learning experiences. You will collect learning artifacts, write journal entries of reflective thoughts, and organize learning artifacts and the reflections using an appropriate organizational system. You should balance the amount of artifacts to be preserved with a focus on showcasing significant learning achievements, critical thinking, and self-evaluation of learning.

ePortfolio as Product

HOME PAGE

- Name
- Short introduction
- Contact information
- Optional: photo of yourself

PHILOSOPHY & GOALS PAGE

- Professional goals & how they relate to key SLOs or professional standards
- Learning goals & achievements that support your professional goals

REFLECTION PAGE

- Narrative: How & why activities represented by artifacts supported the achievement of all 12 SLOs
- Conclusion: Summary of professional, leadership & personal growth
- Side panel: List of SLOs

ARTIFACTS PAGE

- Annotated list of artifacts with number & name of course
- Required artifacts: 3 or more from the core (7010, 7030, 7040) & 4 or more from other required & elective courses
- Optional artifacts: Reflective essays from extracurricular experiences
- Format: PDF or publicly accessible online document
- Side panel: List of courses completed with number & name

RESUME PAGE

- Brief biography & link to a professional resume in PDF format & downloadable from the page

What is an artifact?

- An output that demonstrates MLIS Program SLOs. It is often a product from a class, such as papers, slide shows, websites, databases, video, audio, and posters.
- It can also include published papers or conference presentations that are not a result of coursework, as well as experiences that do not involve production of an artifact, such as leadership experiences, professional work, internships, volunteer work, or other extracurricular activities.
- For experiences with no product, students should post a reflective essay that fully describes the experience, explains the importance of the experience to their professional and personal growth, and explains how the experience helped them achieve one or more of the SLOs.

Writing good reflections

A good reflection statement:

- Explains how you achieved the SLOs
- Justifies claims by pointing to particular parts of the artifact
- Demonstrates depth of reflection, e.g., makes meaningful connections between the artifact, your learning & the real world; highlights new insights & perspectives; uses critical thinking techniques such as questioning, comparing, interpreting & analyzing.
- Ideally, your statements of achievement of the SLOs are well-formed descriptions of professional development that you could use in job seeking to talk about how you have obtained knowledge & skills valued by the information professions.

A poor reflection statement:

- Only describes the artifact
- Merely repeats the SLO without pointing to any evidence

Top tips:

- A good narrative reflection consistently uses engaging language
- The writer's voice is clear and compelling
- Provides evidence of professional and personal growth and demonstrates abilities for self-assessment and self-responsibility for learning

Student Learning Outcomes (SLOs)

The 12 Student Learning Outcomes (SLOs) are available at:

<https://www.stkate.edu/pdfs/mlis-portfolio-guidelines-fall-2015-and-later.pdf>

Intellectual Property and Privacy Policy

Students must make their ePortfolios publicly available during the semester prior to graduation to enable faculty to provide evaluation feedback.

The student is the sole owner of the intellectual property of their ePortfolio. For purposes of curricular and program evaluation, students will be required to provide the MLIS Program at St. Catherine University with a non-exclusive license to reproduce the components of his/her ePortfolio as submitted. This license will be implied when the student submits his/her ePortfolio to meet the requirements for graduation.

Reproduced documents from student ePortfolios will be stored on a secure server and may be retained for seven years. All data extracted from ePortfolios to be used to assess curriculum and program outcomes will be aggregated and will not contain any identifying information.

ePortfolio Platform

St. Kate's Academic Technology supports the D2L portfolio platform, providing an easy way to integrate assignments posted in D2L into your ePortfolio. On graduation, you may sign up for a free account to continue to access your ePortfolio, or migrate the information to another platform.

You may choose a different platform, as long as all requirements are met. Some alternative platforms: WordPress, Weebly, Google Sites.

ePortfolio Timeline

Date/Time	ePortfolio Activity
LIS 7010	Introduction to ePortfolio and software. Create Home, Reflection, Artifacts, and Philosophy and Goals pages and add one artifact from LIS 7010. Meet with your advisor as part of LIS 7010 assignment to discuss your course planning and ePortfolio.
LIS 7030, LIS 7040, LIS 7050	At the end of each course, add one artifact to your ePortfolio. Add your Resume page.
Midpoint ePortfolio approval	Meet with your advisor to discuss your ePortfolio and plans for learning & professional development. Have your ePortfolio approved.
Other courses (required & elective)	Highly recommended that you add artifacts and reflections for other courses at the end of each course. You work independently with guidance from your advisor.
Extracurricular activities at any time	Add artifacts for selected extracurricular activities, if any. You work independently with guidance from your advisor.
Review by Portfolio Review Committee	In your final semester, a faculty Portfolio Review Committee will review your ePortfolio on a pass-fail basis.
Submit your ePortfolio for graduation	<p>Fall Graduation</p> <ul style="list-style-type: none"> • October 15: Submit for initial review • October 30: Returned to student with advice on revisions • November 15: Resubmit for final approval • November 30: Final approval granted <p>Spring and Summer Graduation*</p> <ul style="list-style-type: none"> • March 15: Submit for initial review • March 30: Returned to student with advice on revisions • April 15: Resubmit for final approval • April 30: Final approval granted

* Those who complete their degree in the Summer semester can choose to submit their portfolios and graduate in Fall rather than Spring. Please inform the program if you wish to change the semester of your ePortfolio and graduation (IMDept@stkate.edu).

Formative & Summative Evaluation

Each ePortfolio will be formally evaluated using the following rubric at a minimum of two points in your academic career (midpoint and during your last semester), and optionally more often at you or your advisor's request. The rubric should be used as a guide as you develop your ePortfolio and meet with your advisor throughout your program.

ePortfolio Evaluation Rubric

Required Pages

Home page

	Name	Introduction	Contact information
Home page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Philosophy & Goals page

	Professional goals related to key SLOs or professional standards	Learning goals & achievements that support professional goals
Philosophy & Goals	<input type="checkbox"/>	<input type="checkbox"/>

Reflection page

	Narrative reflection on artifacts	Side panel with list of SLOs	Conclusion summarizing professional, leadership, and personal growth
Reflection page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Artifacts page

	Artifact has informative title	Annotation with number & name of course	Side panel with list of courses taken	Artifacts in PDF format or hyperlinked
Artifacts page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resume page

	Brief biography	Resume in PDF format or hyperlinked
Resume page	<input type="checkbox"/>	<input type="checkbox"/>

Comments on Required Pages

Your answer

All SLOs must be addressed

	Explains how SLO was achieved	Justifies claims by pointing to aspects of artifacts	Depth of reflection, e.g., makes meaningful connections between artifact, learning & real world; highlights new insights & perspectives
SLO 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLO 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLO 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLO 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ePortfolio Evaluation Rubric

SLO 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLO 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLO 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLO 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLO 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLO 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLO 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLO 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments on SLOs

Your answer

Professional Presentation

Professional Presentation

	Unsatisfactory	Satisfactory	Exemplary
Use of design features to present a professional presence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Logical organization and clear structure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of writing reflects the critical thinking, conceptual development, & precision characteristic of graduate-level & professional writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical Accuracy: Spelling, punctuation, grammar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments on Professional Presentation

Your answer

Overall Rating

Select one

- Pass: No revisions needed
- Pass: Minor revisions suggested
- Major revisions needed to pass