

MLIS Program, St. Catherine University
Student Portfolio Guidelines
Revised 2015

Portfolio Description

A portfolio is required of each student in order to graduate. The purpose of the SCU MLIS Portfolio is two-fold. The first is to allow students to reflect upon their course of study. The second is to provide the MLIS program with evidence that student learning outcomes have been attained. Throughout their programs, each student will collect artifacts to provide evidence of his/her learning. The culminating reflection upon these artifacts will demonstrate achievement of the SLOs. Portfolios will be evaluated by a faculty committee during the student's final semester.

Portfolio Platform

You may continue to use eFolioMinnesota (<http://www.efoliominnesota.com/>) at a cost of \$9.95/year, or you can migrate to the D2L ePortfolio for no cost. You will find the link to the ePortfolio space in the top menu, or in your list of your courses on your D2L home page.

St. Kate's has a how-to guide for using the D2L portfolio

here: <https://www2.stkate.edu/sites/default/files/sites/helpdesk/ePortfolio%20for%20Students.pdf>

Portfolio Components

An electronic portfolio must be completed in order to graduate. You will continue to have access to your ePortfolio after you graduate at no cost. While the MLIS Program requires that you submit a prescribed portfolio in order to meet student and program assessment objectives, additional instances of the portfolio may be easily constructed for a more personal/professional presence.

For the MLIS Program graduation requirements, portfolios must adhere to the following guidelines.

Each portfolio will consist of four pages:

1. Home page
 - a. The home page should include your name, a short introduction, contact information, and an optional photo of yourself.
2. Artifact page
 - a. The artifact page has a side panel that should contain a list of courses that have been completed in the MLIS program. Each mention of a course should include both the course number and course name.
 - b. It also has a main panel where a hyperlinked list of artifacts should appear. Artifacts are products of your learning, such as papers, slide shows, websites, databases, video,

- audio, and posters. Include a brief description of the artifact and provide the number and name of the course with which it is associated.
- c. It is recommended that you begin collecting artifacts to include in your portfolio during your first semester. Each portfolio will exhibit three or more artifacts from the core curriculum (LIS 7010, LIS 7030, and LIS 7040) and four or more artifacts from the upper level curriculum.
 - d. It is recommended that artifacts be saved in an accessible file format. PDF is a reliable standard for archiving most documents and presentations. Stand-alone documents (PDFs) and documents requiring browser display can be uploaded directly into your efolio Minnesota account or linked to a publicly accessible cloud drive.
3. Reflection page
 - a. The reflection page has a side panel that should contain a list of the MLIS Program SLOs.
 - b. The reflection page has a main panel that contains a narrative piece that reflects on artifacts produced while in the MLIS program and how the production of those artifacts supported the successful achievement of the student learning outcomes (SLOs).
 - c. All twelve SLOs must be addressed in the Portfolio. Note that any given artifact may support multiple SLOs and that any given SLO may be supported by multiple artifacts.
 - d. The reflection must have a conclusion with a summary of important experiences in the program and a description of future career objectives.
 4. Resume page
 - a. The resume should be a professional document saved as a PDF and downloadable from the page. For assistance creating a resume, visit the St. Catherine University Office of Career Development.

Portfolio Evaluation

	Proficient	Needs Revision
Components	All components present.	Some components missing.
Relevance of Artifacts	Reflection effectively relates artifacts to SLOs.	Reflection does not relate artifacts to SLOs effectively.
Quality of Writing	Structure and style of writing communicates ideas clearly and professionally.	Lacks understanding of standard writing conventions.
Organization	Clear navigation, usability, accessibility.	Disorganized, difficult to navigate.

Portfolio Submission

Students are solely responsible for the timely submission of their portfolios. Portfolios that are submitted after the deadlines will be reviewed during the following academic semester. Each portfolio will be submitted according to the following schedule:

Fall Graduation:

October 15th, submitted for initial review

October 30th, returned to student with suggested revisions

November 15th, submitted for final approval

November 30th, final approval granted

Spring and Summer Graduation:

March 15th, submitted for initial review

March 30th, returned to student with suggested revisions

April 15th, submitted for final approval

April 30th, final approval granted

Intellectual Property and Privacy Policy

The student will be required to make this/her portfolio publicly available during the semester prior to graduation so that the faculty committee can assess it. After the student has successfully completed *all* of the requirements for graduation, he/she may choose to remove their portfolio from public view.

The student is the sole owner of the intellectual property of their portfolio. 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 portfolio as submitted. This license will be implied when the student submits his/her portfolio to meet the requirements for graduation.

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