Advising Supplement
ePortfolio

Bruce Fulton, MLIS, PhD
ePortfolio Graduation Requirement

- Four required reflections - detailed narratives in which students self-evaluate and consider their learning.
- 1200 – 1500 words
- Accompanied by artifacts – papers, presentations, evidence of achievement.
- Tied to School of Information MA-LIS Competencies
  [https://ischool.arizona.edu/master-arts-library-and-information-science#Student_Competencies](https://ischool.arizona.edu/master-arts-library-and-information-science#Student_Competencies)
- Introduced in LIS 504
- Maintained in Google Docs
- Evaluated by independent evaluators
- Final Reflection and Wrap-up managed through course LIS 909 taken in last semester
Creation and Submission

- Detailed instructions on the Advising Web Page - [https://ischool.arizona.edu/graduate_advising](https://ischool.arizona.edu/graduate_advising)
  - Introduced in LIS504
  - Create in Word on your PC or Mac
  - Copy/Paste into Google Doc
  - Maintain Backup Copy

- Consult the Advising Web Page for current shares and submission instructions.
  - Who to include on your ePortfolio folder share list.
  - What to do when you have completed a reflection.
  - What to do when you have made requested revisions.
504 Class Reflection

- Indicates deep learning from the class – not a summary
- Depth and breadth
- Artifacts
  - Issues paper
  - Exam essay
  - Interview
- Summary of competencies
Mid-Program Reflection

- Coincides with completion of half the coursework
- Approval required to submit Plan of Study
- Describes how the coursework has begun to shape student’s understanding of library and information science
- Summation of goals accomplished and what will be achieved in remainder of program
- Artifacts
  - Research papers
  - Course reflections
  - Pathfinders and research guides
  - Databases
  - Other course related assignments
- All courses taken, except 504, to be reviewed
- Directly tied to competencies
Professional Reflection

• Indicates the learning that has occurred during a professional development activity
  • Conference attendance or experience
  • Webinar, podcast or TED talk
  • DigIn, Archives or other certificate course taken for credit not used for master’s credit
  • Coursework in other department or elsewhere not used for master’s credit
  • Internships or other courses taken for credit and applied toward master’s degree may *not* be used for the professional reflection
• Artifacts not necessarily required
• Not a description of activity; demonstrates the depth of understanding of the significance and value of the activity
• Must be tied to competencies.
Final Reflection

• Written in the final semester, integrated into LIS909 ePortfolio course for 2015 and later In-depth discussion of learning experiences, challenges and understanding of the field

• All remaining courses presented for graduation not included in the mid-program reflection should be included.

• The LIS 698 Capstone experience should be included for students completing this course (students entering the program Fall 2015 and later)

• Preparation as a professional

• Comprehensive, well-organized, clearly written

• Artifacts similar to those of mid-program reflection
## Tracking Worksheet

### ePortfolio Tracking

Please mark with an 'X' the competencies discussed in each reflection.

Click here: [http://library.arizona.edu/masters-arts-library-information-science STUDENT COMPETENCIES](http://library.arizona.edu/masters-arts-library-information-science STUDENT COMPETENCIES) to view a list of competency descriptions.

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Please mark with an 'X' the courses and competencies discussed in the Mid-Program and Final reflections.

All courses presented for graduation should be listed.

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<th>Course Coverage</th>
<th>Mid Program</th>
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LIS909-ePortfolio

• ePortfolio 1-credit course
• Required of students entering Fall 2015 and after
• Finalizes the student’s ePortfolio submission and may also be used to review basic workplace skills such as resume writing and interviewing (planned)
ePortfolio Deadlines

• 504 Reflection due by last day of class

• Mid-Program Reflection due in the semester in which you complete 18 units.

• ePortfolio must be completed and fully approved including revision in order to graduate. There are no exceptions.

• Deadlines for Completion of ePortfolio approval
  • Spring graduation: April 15
    Summer graduation: July 25
    Fall graduation: November 15
    December graduation: January 2

• If you don’t complete your eportfolio by the deadlines, you won’t graduate.

• If you don’t complete by the deadlines and don’t graduate, you must register for at least one course (one credit) in the semester in which you graduate.
Help

• More
Complete details including downloadable documentation on creating the ePortfolio folder on Google Docs, additional details on ePortfolio Content and a link to the Tracking Worksheet are available on the advising page – https://ischool.arizona.edu/graduate_advising

• Technical Assistance
Students needing additional technical assistance with Google Docs ePortfolio should contact one of the School of Information Program Coordinators, listed on the advising page.

• Content Assistance
Students needing additional assistance concerning their content may contact one of the ePortfolio evaluators listed on the advising page.