



Advising Supplement ePortfolio

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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%20Competencies)
- 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
 - 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

ePort Track Sheet ☆ ■

File Edit View Insert Format Data Tools Add-ons Help Last edit was on July 11

ePortfolio Tracking

| A | B | C | D | E | F | G | H | I | J |
|--|-------------|-------|----|----|----|----|----|----|----|
| ePortfolio Tracking | | | | | | | | | |
| Student Name <input type="text"/> | | | | | | | | | |
| Student NetID <input type="text"/> | | | | | | | | | |
| <i>Please mark with an 'X' the competencies discussed in each reflection.</i> | | | | | | | | | |
| <i>Click here - http://si.arizona.edu/master-arts-library-and-information-science#Student_Competerencies to view a list of competency descriptions.</i> | | | | | | | | | |
| Competencies | A1 | A2 | A3 | B4 | B5 | B6 | B7 | C8 | C9 |
| 504 Reflection | | | | | | | | | |
| Mid Program Reflection | | | | | | | | | |
| Professional Reflection | | | | | | | | | |
| Final Reflection | | | | | | | | | |
| <i>Please mark with an 'X' the courses and competencies discussed in the Mid-Program and Final reflections.</i> | | | | | | | | | |
| <i>All courses presented for graduation should be listed</i> | | | | | | | | | |
| Course Coverage | Mid Program | Final | A1 | A2 | A3 | B4 | B5 | B6 | B7 |
| LIS 504 Foundations of Library and Information Services | | | | | | | | | |
| LIS 506 Research Methods | | | | | | | | | |
| LIS 520 Ethics | | | | | | | | | |
| LIS 515 Organization of Information | | | | | | | | | |
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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

