

ePortfolio Requirements for Students Admitted to the M.A. LIS Program January 2019 and Later

***NOTE:** Students admitted to the M.A. LIS program prior to January 2019 can choose to follow these requirements rather than the ones in place when they were admitted. The main differences are the use of Brightspace/D2L rather than Google Drive and the creation of a portfolio website rather than a final reflection. Further information is at the end, just before Appendix A.*

Overview

All students in the M.A. LIS program are required to create an ePortfolio. Students will not be certified as having completed graduation requirements until all program requirements, including the successful completion of the ePortfolio, are met.

The ePortfolio has two functions: 1) it documents and assesses learning throughout the master's course of study and 2) it provides a showcase highlighting knowledge and skills.

As library and information professionals, students will need to be skilled at assessing their own learning and identifying additional things they need to know. Students will also need to take an active role in communicating their knowledge, skills, and strengths to employers, to other professionals, and to their clients and communities.

Each student in the M.A. LIS program prepares an ePortfolio comprising

- 2 reflections on their academic learning,
- 1 reflection on a professional development experience,
- a website showcasing key knowledge and skills, and
- a tracking sheet documenting competencies.

The 3 reflections must be completed and approved before the student's final semester. The website is an ongoing project throughout the student's program of study and is completed during the student's final semester.

Two Reflections on Academic Learning

Through reflections, students demonstrate their intellectual development and their understanding and knowledge of subject content and how it relates to the 10 M.A. LIS competencies (Appendix A). The ePortfolio reflections are the tools and opportunities for students to monitor their own learning and augment it as needed. Each reflection is privately shared between the student and

the evaluator(s). The evaluator(s) provide feedback, and the student can revise and resubmit the reflection if necessary.

1. The first reflection is written after completing the first course in the M.A. program, LIS 504 Foundations of Library and Information Services. The essay should:

- reflect on specific learning and relate it to selected M.A. LIS competencies that the student considers most relevant to their own interests and objectives
- explain how selected assignments (“artifacts”) assisted with achieving the specific learning and the relevant competencies
- include the relevant artifacts as examples of competency-related learning
- be 1,200 to 1,500 words long
- be submitted within 1 month of successfully completing LIS 504

2. The second reflection is written after completing 18 credit hours (6 courses) in the M.A. program. Internships do not count as one of the courses. The mid-program essay should:

- reflect on specific learning in each course and relate that learning to the relevant competencies
- explain how selected artifacts from each course assisted with achieving the specific learning and the relevant competencies
- include the artifacts discussed as examples of competency-related learning
- discuss plans for acquiring and/or developing knowledge and skills in the second half of the program of study
- be 2,500 to 3,500 words long
- be submitted within 1 month of earning the 18th credit hour

One Reflection on Professional Development

This reflection indicates the learning that has occurred during a professional development activity, such as

- Professional association conference attendance
- Participating in, listening to, or viewing a substantive and relevant webinar, podcast, or TED talk or a set of these on a topic of interest
- Courses taken for credit within a certificate program only, not those used for master's credit
- Appropriate coursework in other departments at UA or elsewhere, not used for master's credit
- Workshops or seminars related to your educational and professional goals

Any learning experience taken for School of Information course credit, such as an internship, practicum, or volunteer work completed as service learning, may *not* be used for the professional reflection.

The professional development essay should

- describe the experience
- evaluate the significance and value of the activity as a learning and networking experience

- relate the learning to the relevant competencies and to artifacts (if there are relevant artifacts created by the student)
- be 1,500 to 2,000 words long
- be submitted within 1 month after the professional development activity ends

Website

Each student will create a portfolio website showcasing their knowledge, skills, and strengths. A portfolio website is especially useful during a job search because it allows potential employers and co-workers to learn more about you and your accomplishments and interests. Students do have the option of keeping their website private and sharing it only with the ePortfolio evaluator(s) if they so choose. The iSchool may also offer students an opportunity to showcase their websites at an in-person event and/or online.

The website should

- provide the student's resumé
- include a statement about the student's professional goals
- use a design and graphics appropriate for the student's professional interests
- be clearly organized
- be well written
- showcase at least 3 artifacts related to the student's stated professional goals

Tracking Sheet Documenting Competencies

Students will use a standardized spreadsheet to record 1) which competencies they discussed in each of the 3 reflections and 2) which competencies were addressed in each of the 12 courses they took for the M.A. LIS. The tracking sheet should be updated as each reflection is completed, with the final tracking sheet due in the final semester of the student's program of study.

ePortfolio Logistics

During their first semester in the M.A. LIS program, each student will be given access to the Brightspace/D2L site titled *ePortfolio 2019 and After (non 909)*. This is a non-semester-specific course space and there is no charge for using it. The site will provide information and other resources students may find helpful as they work on their ePortfolios, including writing advice, a list of website building and hosting services, examples of portfolio websites, and job-seeking guidance. The site will also provide dropboxes for each of the three reflections and the tracking sheet. Feedback on the reflections will be provided in the Brightspace/D2L space.

During their last semester in the M.A. program, students will enroll in LIS 909 for 1 credit hour. Helpful resources will be available in the Brightspace/D2L site for the course. Students will finalize their website and provide the instructor/evaluator with a link to it if it is publicly available. If the student prefers, they can keep the website private and give only the evaluator(s) access. Each student will also complete their tracking sheet and submit it via a D2L dropbox.

For Students Admitted Before January 2019

Students admitted to the M.A. LIS program prior to January 2019 can choose to follow these new requirements rather than the ones in place when they were admitted. After reading this section, please email the ePortfolio instructor/evaluator cherylknott@email.arizona to let her know which option you are choosing. Whichever option you choose, any reflections already approved will stay approved.

Before January 2019, the ePortfolio involved submitting 4 reflections and a tracking sheet, and there was no website requirement. All ePortfolio work was submitted and evaluated using Google Drive.

If you were admitted before January 2019 and you have already shared your ePortfolio folder and at least 1 reflection with Cheryl Knott and you wish to complete your ePortfolio according to the earlier requirements using Google Drive, you can do so. Please confirm via email to her that you are staying with the original requirements and Google Drive.

If you were admitted before January 2019 and you have already created and shared your ePortfolio folder with Cheryl Knott (the ePort evaluator) but you wish to switch to the new ePortfolio requirements, please send email to her letting her know. You will then be added to the *ePortfolio 2019 and After (non 909)* space on Brightspace/D2L, where you will submit any reflections not already approved and your tracking sheet. Reflections already approved under the old requirements can also be stored in this space to keep everything together. If it is your final semester, you will register for LIS 909, where you will be able to submit reflections, your final tracking sheet, and your website.

If you were admitted before January 2019 and have not yet written any reflections, you should choose the new ePortfolio requirements.

Please email cherylknott@email.arizona to let her know which option you are choosing or to discuss what might be best in your particular case.

Appendix A – M.A. LIS Competencies

The UA School of Information has identified the following competencies as necessary for M.A. LIS students to begin successful careers in the information professions.

A. Foundational Understandings and Abilities

A1) Students will demonstrate understanding of basic principles, concepts, and terminology related to the creation, organization, management, access, and use of knowledge and information and will demonstrate the ability to apply them to practical problems.

A2) Students will demonstrate understanding of the nature of research, research methods and the role of research in library and information science and additionally, demonstrate the ability to apply research findings to practical problems.

A3) Students will demonstrate understanding of the use of information and communication technologies including social aspects of information in providing information resources and services in libraries and other information environments.

B. Disciplinary Knowledge and its Application

B4) Students will demonstrate knowledge of the principles of organization and representation of knowledge and their application to library and information collections and services in their areas of career interest.

B5) Students will demonstrate knowledge of types of library and information professions, settings, services, and roles and be able to analyze key issues and potential approaches to these in the areas of their career interest.

B6) Students will demonstrate knowledge of the management of information resources, services and organizations and apply this knowledge to their areas of career interest.

B7) Students will demonstrate knowledge of the roles of interdisciplinary, interprofessional, and community collaboration and alliances in the provision of library and information services.

C. Ethics and Values in Library and Information Science

C8) Students will demonstrate an understanding of how diversity contributes to the library and information professions and analyze information issues from diverse perspectives.

C9) Students will demonstrate an understanding of the values and service orientation of the library and information professions and their applications in their areas of career interest.

C10) Students will demonstrate the ability to recognize and analyze ethical issues and dilemmas in library and information settings and propose reasoned courses of action.