

Subject: Graduate Student Portfolio

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## **POLICY**

In partial fulfillment of the requirements for graduation, each student will submit an electronic portfolio documenting learning and professional growth during the MLIS, Certificate, and Specialist program. The portfolio, to be submitted in the semester of the student's anticipated completion of the program, will include a reflective essay and work samples (including, but not limited to, research papers, projects, and posters; professional briefs; and recorded presentations).

Portfolios submitted for the MLIS program will demonstrate evidence of student competency in six areas:

1. Information and its organization;
2. Provision of information services;
3. Leadership and management in the LIS field;
4. Technology;
5. Research;
6. Lifelong learning and professional development.

Portfolios submitted for the Certificate of Advanced Graduate Study and the Specialist program will demonstrate:

1. An understanding of professional development goals;
2. An understanding of what specialized knowledge and/or skills are needed to meet professional development goals;
3. Specialized skills and/or knowledge in a specific chosen area in the LIS field.

Student graduation is contingent upon SLIS faculty's evaluation of the portfolio as satisfactory.

## **PROCEDURE**

Instructions on how to create a portfolio are available on the SLIS website.

Completed portfolios should be shared with the student's advisor and with the Student Services Office. Advisors will review their advisees' portfolios, score them on a rubric, and share results with the student and the Student Services Office. The Student Services Office uses the rubric to sign off on graduation clearance forms and to compile assessment data. Data gathered from scored rubrics will be shared with the faculty at least annually.