

## Certificate in Specialized Study in Information Science Portfolio Rubric

The Certificate portfolio is scored on 3 criteria – the 2 assignments selected to demonstrate proficiency in the certificate and the overall navigation of the portfolio. The reflective essays for each assignment are scored out of 15 points and the overall navigation is scored out of 10 points, for a total of 40 possible points.

Overall Portfolio Scores:

- Exemplary – 40-35 points
- Proficient – 34-25 points
- Unsatisfactory – 24 points or fewer

### Overall Navigation of the Portfolio

<b>Exemplary (10-9 points)</b>	<b>Proficient (8-7 points)</b>	<b>Unsatisfactory (6-1 points)</b>
All of the portfolio navigation links work and all external links connect to the appropriate website. Artifacts are easily accessible.	Some of portfolio navigation links work and some external links connect to the appropriate website. Artifacts are fairly accessible.	There are significant problems with the portfolio navigation links. Artifacts are inaccessible.

### Certificate in Specialized Study in Information Science, Artifact 1

Students completing a Certificate in Specialized Study in Information Science must submit two artifacts directly related to their Certificate. As such the artifact must come from one of the 4 courses that the student is counting towards their Certificate. The reflective essay must address the following information:

- How this assignment is representative of the knowledge and skills gained from completing the certificate
- How the student will take the knowledge and skills gained and apply them in a real-world, specific way
- How completing this certificate has impacted the way the student views/approaches their role in the field

<b>Exemplary (15-13 points)</b>	<b>Proficient (12-10 points)</b>	<b>Unsatisfactory (9-1 points)</b>
The reflection provides specific examples of how the work sample addresses the questions in the reflective essay prompts. All three prompts are explicitly addressed in the essay.	The reflection provides some examples of how the work addresses the questions in the reflective essay prompts. At least two of the prompts are explicitly addressed in the essay.	The reflection does not explain how the work sample addresses the questions in the reflective essay prompts. No prompts are explicitly addressed and the reflective essay is general in nature.

## Certificate in Specialized Study in Information Science, Artifact 2

Students completing a Certificate in Specialized Study in Information Science must submit two artifacts directly related to their Certificate. As such the artifact must come from one of the 4 courses that the student is counting towards their Certificate. The reflective essay must address the following information:

- How this assignment is representative of the knowledge and skills gained from completing the certificate
- How the student will take the knowledge and skills gained and apply them in a real-world, specific way
- How completing this certificate has impacted the way the student views/approaches their role in the field

<b>Exemplary (15-13 points)</b>	<b>Proficient (12-10 points)</b>	<b>Unsatisfactory (9-1 points)</b>
The reflection provides specific examples of how the work sample addresses the questions in the reflective essay prompts. All three prompts are explicitly addressed in the essay.	The reflection provides some examples of how the work addresses the questions in the reflective essay prompts. At least two of the prompts are explicitly addressed in the essay.	The reflection does not explain how the work sample addresses the questions in the reflective essay prompts. No prompts are explicitly addressed and the reflective essay is general in nature.