

Certificate/Specialist End of Program Portfolio

Certificate and Specialist program students are required to submit a portfolio the last semester of enrollment. The portfolio documents how the courses you have taken during the program have helped you meet the following learning outcomes:

Learning Outcome 1

Students will identify and clearly define their professional development goals.

Learning Outcome 2

Students will identify and analyze the specialized knowledge and/or skills that are needed to meet their professional development goals and will adapt and apply this knowledge and/or skills toward achieving their professional development goals.

Learning Outcome 3

Students will exhibit mastery of specialized knowledge and/or skills in a specific chosen area of the field of library and information science by describing, analyzing, adapting, and applying key theories, problems, and practices in their chosen area of specialization.

The portfolio should contain the following:

- Introduction
- Résumé
- At least one work sample along with a reflective essay

Reflective Essays For Work Sample: Description, Analysis, and Reflection

When a Navigation Link for a Work Sample is clicked, the Reflective Essay for each Work Sample, and a link to the Work Sample must display on the page.

The sequence for items in the reflective essay:

- Description
- Link
- Analysis
- Reflection

The reflective essays are an important part of the end-of-program portfolio. They allow students to highlight the knowledge they have acquired throughout the Specialist program, to demonstrate professional growth, and to consider how their learning experience will impact their professional practice. Reflective writing is a three step process that includes (1) description, (2) analysis, and (3) reflection. As students select their best work sample for portfolio, they should address the following components:

A. Description: Description is an overview of the example. It should include an explanation of how the work sample relates to the particular area it addresses and why it was chosen for inclusion in the portfolio. It sets the stage, explains the purpose. It answers the question, "What did I do and why?"

B. Link to Work Sample

C. Analysis: Analysis is the process of evaluation after the fact that looks at successes and failures, what was accomplished, what worked well and what didn't work well, and the results of planned programs, lessons, collaborations, research, or other activities. What were the results? What did you learn from this experience? It answers the question, "What happened and why?"

D. Reflection: Reflection follows analysis. It is the critical thinking that fosters professional growth and knowledge-building. Reflection is an opportunity to contemplate how to plan and implement activities in the future – the same way, differently or not at all. "Reflection is the ongoing process of thoughtfully considering our practice in the context of personal and professional knowledge, assumptions, and beliefs, with the aim of achieving insights that lead to professional growth" (Heath, 39). Information learned during "Description" and "Analysis" informs and improves future practices. The goal of reflection is professional growth that results in improved professional practice. It answers the question, "What will I do to improve my future practice?" and **it specifically discusses the learning outcomes listed above.**

The portfolio is submitted to the student's advisor and will be graded using the rubric below. The advisor will provide feedback and may ask for revisions before sending approval to the Student Services Office. Advisors can also offer advice on which work sample(s) may be appropriate to include.

The portfolio should contain at least three pages: the first page, which is a brief introduction to the portfolio and student; a page which links to or contains the student's résumé; and a page that contains the four aspects of the reflective essay.

Navigation Links	Page Contents
Welcome Page/Introduction	Introduction to portfolio and student
Résumé	Résumé or link to résumé
Reflection	Description, Link, Analysis, and Reflection

Certificate/Specialist Portfolio Rubric

Student Name: _____

CERT/SLIS End-of-Program Portfolio Requirement

Advisor Name: _____

Overall program goal: To enable Specialist program graduates to perform effectively in the library and information science professions by demonstrating skills and/or knowledge in a specific chosen area of the field.

	Exemplary	Proficient	Unsatisfactory
Overall Navigation	3 points	2 points	1 points
	All of the portfolio navigation links work and all external links connect to the appropriate website. Artifact(s) is easily accessible.	Some of portfolio navigation links work and some external links connect to the appropriate website. Artifact(s) is fairly accessible.	There are significant problems with the portfolio navigation links. Artifact(s) is inaccessible.

Students will demonstrate an understanding of their professional development goals.			
	Exemplary	Proficient	Unsatisfactory
Selection	3 points	2 points	1 points
	The work sample clearly relates to the competency area.	The work sample is somewhat related to the competency area.	The work sample does not relate to the competency area.
Reflective Essay	6-5 points	4-3 points	2-0 points
	The reflection provides specific examples of how the work sample aligns with the stated professional development goals.	The reflection provides examples of how the work sample aligns with the stated professional development goals.	The reflection does not explain how the work sample aligns with the stated professional development goals.

Students will demonstrate an understanding of what specialized knowledge and/or skills are needed to meet their professional development goals.			
	Exemplary	Proficient	Unsatisfactory
Selection	3 points	2 points	1 points
	The work sample clearly relates to the competency area.	The work sample is somewhat related to the competency area.	The work sample does not relate to the competency area.
Reflective Essay	6-5 points	4-3 points	2-0 points
	The reflection clearly demonstrates that the student understands what specialized skills and/or knowledge are needed to meet stated professional development goals.	The reflection somewhat demonstrates that the student understands what specialized skills and/or knowledge are needed to meet stated professional development goals.	The reflection does not demonstrate that the student understands what specialized skills and/or knowledge are needed to meet stated professional development goals.

Students will demonstrate specialized knowledge and/or skills in a specific chosen area of the field.			
	Exemplary	Proficient	Unsatisfactory
Selection	3 points	2 points	1 points
	The work sample clearly relates to the competency area.	The work sample is somewhat related to the competency area.	The work sample does not relate to the competency area.
Reflective Essay	6-5 points	4-3 points	2-0 points
	The reflection provides specific examples of how the work sample demonstrates the specialized skills and/or knowledge needed to meet the stated professional development goals.	The reflection provides examples of how the work sample demonstrates the specialized skills and/or knowledge needed to meet the stated professional development goals.	The reflection does not explain how the work sample demonstrates the specialized skills and/or knowledge needed to meet the stated professional development goals.

Signature of Faculty Advisor: _____

Date of Portfolio Evaluation: _____ Score: _____

Exemplary – 30-21 points

Proficient – 20-11 points

Unsatisfactory - >10 points

Overall Comments: