



DOMINICAN UNIVERSITY

School of Information Studies

MSIM ePortfolio Guidelines for Student Learning Goals and Outcomes

Goals of ePortfolio

The ePortfolio project 1) enables you to showcase your best work from your MSIM courses, demonstrating your unique talents and skills, and 2) shows evidence of your competencies according to each of the MSIM student learning goals. Ultimately, a variation of your completed ePortfolio may be used with potential employers as a body of evidence for your competencies, skills, and talents.

A list of the MSIM student learning goals and outcomes is provided on the attached sheet, along with the rubric used for evaluating your ePortfolio. In addition, sample types of evidence and artifacts are listed below for you to reflect on your learning and to select evidence. In general, you should select items that best represent your skills and knowledge in the profession and that best fit your professional goals as listed in your resume. Your portfolio should be presented in electronic format (i.e., website, blog, or wiki pages).

Components of the ePortfolio

Your ePortfolio must include the following components:

1) **Table of contents** or similar organizational scheme

2) **Current resume**

3) **A reflective essay** (1000-2000 words; double spaced formatting) that provides a context and rationale for the materials included in your ePortfolio. Your essay should be a cohesive and thoughtful presentation of your overall educational experience in relation to the five learning goals and the learning outcomes as represented by your ePortfolio and the impact of these experiences on your developing and future professional identity and practice. Some questions to consider as you prepare your essay: What MSIM experiences were the most significant learning experiences for you? Which artifacts in your ePortfolio do you consider to be your best? What does the ePortfolio reflect about you as a library/information science professional? How has your perspective of libraries/information centers changed during your coursework in the program? What directions to you see your career taking at this point in time? (See rubric for additional guidance.)

4) **Evidence or artifacts** that demonstrate your competencies in relation to the five learning goals. For all five of the learning goals, you need to document your competency of **three of the outcomes** associated with each learning goal. As a part of the reflective process, you must choose artifacts for only three outcomes per goal. A list of potential artifacts for your ePortfolio is provided below. You may use the same artifact for more than one outcome, but your ePortfolio should include at least 12 different artifacts. You are encouraged to include more than 12 artifacts. Your final ePortfolio may include up to three items created outside of MSIM, as long as the item demonstrates competency of one of the MSIM learning outcomes. For each artifact in your ePortfolio include a brief explanation (one or two paragraphs) that connects the work you did to your understanding of the outcome in relation to the program learning goal. If using an artifact for more than one outcome, include additional information for each.

Examples of Artifacts and Evidence for ePortfolio

- Database design
- Digital collection
- Electronic presentation (e.g., web pages, blog, wiki, PowerPoint slides)
- Exam or exam question response
- Information Architecture
- Interface Design
- Issues paper or essay
- Journal article or professional presentation
- Paper or report
- Project plan
- Reflection paper (e.g., journal)
- Research paper or research report
- Strategic plan
- System Design
- Technology project
- Video of a presentation (e.g., instruction, report, project presentation, etc.)

MSIM Student Learning Goals and Outcomes (Implemented in Fall 2016)

MSIM students will:

- 1. Develop a professional identity**
 - 1.a. Describe the historical foundations of information technologies and apply this knowledge to anticipate and plan for future developments
 - 1.b. Identify the core values and ethics of the information professions
 - 1.c. Articulate a personal professional philosophy of the information professions
 - 1.d. Participate in professional activities and associations
- 2. Understand the essential nature of information management and its relevance to society**
 - 2.a. Describe various definitions and concepts of information
 - 2.b. Articulate the various lifecycle stages for data, metadata, and information
 - 2.c. Articulate the context of information management and the social, ethical, cultural, legal, and economic factors that impact information systems
- 3. Envision, develop, manage, and curate information and its systems across the spectrum of human records from local to global contexts**
 - 3.a. Integrate a variety of theoretical and practice based concepts such as management and strategic planning to analyze, develop, and evaluate a variety of information technology solutions
 - 3.b. Apply knowledge of system development concepts to design tools and systems that facilitate access to information and solve problems for a variety of organizations
 - 3.c. Assess applicability of current and emerging technologies to information management
- 4. Synthesize theory and practice within a dynamic and evolving information environment**
 - 4.a. Articulate theories and concepts in relation to information and information management

- 4.b. Demonstrate application of theory to practice by finding, evaluating, and using information resources effectively for the solution of a variety of professional problems
- 4.c. Demonstrate an ability to conduct research
 - 4.c.1. Identify and apply scholarly and professional research relevant to a topic in order to contextualize questions or problems;
 - 4.c.2. Identify and apply appropriate research methodologies to solve specific questions or issues;
 - 4.c.3. Apply ethical and legal principles when accessing and using information sources such as data and scholarly and profession publications
- 5. **Demonstrate leadership, communication, and collaboration skills in order to successfully deliver and advocate for information services**
 - 5.a. Demonstrate effective collaboration and negotiate group dynamics in pursuit of a common goal
 - 5.b. Articulate the importance of project management for information management
 - 5.c. Use appropriate professional communication skills
 - 5.c.1. Speak to achieve common understanding
 - 5.c.2. Write to achieve common understanding
 - 5.c.3. Listen to achieve common understanding
 - 5.c.4. Apply technology to connect, communicate, and collaborate

ePortfolio Rubric

Reflective Essay: 22 possible points					
The essay demonstrates the following criteria:					
	Exemplary 4 points	Well done 3 points	Adequate 2 points	Marginal 1 point	Comments
REFLECTIVE ESSAY CRITERIA 1: Essay is a cohesive and thoughtful presentation of student's understanding of the five learning goals and the learning outcomes in relation to his/her coursework and educational experiences.					
REFLECTIVE ESSAY CRITERIA 2: Articulates his/her process of learning the Data Management competencies through careful review of his/her work in courses and related learning experiences.					
REFLECTIVE ESSAY CRITERIA 3: Identifies and discusses significant artifacts that reflect achievement of the learning outcomes and related competencies.					
REFLECTIVE ESSAY CRITERIA 4: Articulates the growth and impact of the learning experiences on his/her professional development and understanding of the Data Management field.					
REFLECTIVE ESSAY CRITERIA 5: Essay	NA				

has an overall logical train of thought with adequate connections between ideas, generalizations and examples.					
REFLECTIVE ESSAY CRITERIA 6: Essay has standard writing conventions (e.g., proper grammar, spelling and sentence structure).	NA				
Totals					22

Organization, Design, Clarity and Usability: 12 possible points					
The ePortfolio demonstrates the following criteria:					
	Exemplary 4 points	Well done 3 points	Adequate 2 points	Marginal 1 point	Comments
USABILITY: Navigation of the ePortfolio content is straightforward and functions smoothly.					
ORGANIZATION of content is logical and cohesive.					
CLARITY: Learning goals, outcomes and artifacts are clearly labeled.					
DESIGN: Presentation of content has consistent and aesthetic use of color, style and design elements.					
Totals					12

Resume: 6 possible points				
The resume demonstrates the following criteria:				
	Well done 3 points	Adequate 2 points	Marginal 1 point	Comments
RESUME CRITERIA 1: Education, work, internship and/or volunteer experiences are described to highlight responsibilities and competencies.				
RESUME CRITERIA 2: Presentation of information is professional, organized, clear, and free of grammatical errors.				
Totals				/6 6

Goal and Outcome Artifacts (60 points total)

The contextual paragraphs connect the student's learning to the mastery of the outcome. As a part of the reflective process, students must choose artifacts for only three outcomes per goal. Outcomes selected beyond the three will not be graded.

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Goal 1: Develop a professional identity. (Must choose only three)

	Well Done 4 points	Satisfactory 3 points	Marginal 1 point	Did not choose this outcome 0 points	Comments
Outcome 1a. Describe the historical foundations of information technologies and apply this knowledge to anticipate and plan for future developments.					
Outcome 1b. Identify the core values and ethics of the information professions.					
Outcome 1c. Articulate a personal professional philosophy of the information professions.					
Outcome 1d. Participate in professional activities and associations.					

Goal 2: Understand the essential nature of information management and its relevance to society. (Must choose only three)

	Well Done 4 points	Satisfactory 3 points	Marginal 1 point	Did not choose this outcome 0 points	Comments
Outcome 2a. Describe various definitions and concepts of information.					
Outcome 2b. Articulate the various lifecycle stages for data, metadata, and information.					
Outcome 2c. Articulate the context of information management and the social, ethical, cultural, legal, and economic factors that impact information systems.					

Goal 3: Envision, develop, manage, and curate information and its systems across the spectrum of human records from local to global contexts. (Must choose only three)

	Well Done 4 points	Satisfactory 3 points	Marginal 1 point	Did not choose this outcome 0 points	Comments
Outcome 3a. Integrate a variety of theoretical and practice based concepts such as management and strategic planning to analyze, develop, and evaluate a variety of information technology solutions.					
Outcome 3b. Apply knowledge of system development concepts to design tools and systems that facilitate access to information and solve problems for a variety of organizations.					
Outcome 3c. Assess applicability of current and emerging technologies to information management.					

Goal 4: Synthesize theory and practice within a dynamic and evolving information environment. (Must choose only three)

	Well Done 4 points	Satisfactory 3 points	Marginal 1 point	Did not choose this outcome 0 points	Comments
Outcome 4a. Articulate theories and concepts in relation to information and information management					
Outcome 4b. Demonstrate application of theory to practice by finding, evaluating, and using					

information resources effectively for the solution of a variety of professional problems.					
Outcome 4c. Demonstrate an ability to conduct research technologies, functions and practices.					
Outcome 4c-1. Identify and apply scholarly and professional research relevant to a topic in order to contextualize questions or problems.					
Outcome 4c-2. Identify and apply appropriate research methodologies to solve specific questions or issues.					
Outcome 4c-3. Apply ethical and legal principles when accessing and using information sources such as data and scholarly and profession publications.					
Goal 5: Demonstrate leadership, communication, and collaboration skills in order to successfully deliver and advocate for information services (Must choose only three)					
	Well Done 4 points	Satisfactory 3 points	Marginal 1 point	Did not choose this outcome 0 points	Comments
Outcome 5a. Demonstrate effective collaboration and negotiate group dynamics in pursuit of a common goal					
Outcome 5b. Articulate the importance of project management for information management					
Outcome 5c. Use appropriate professional communication skills					
Outcome 5c-1. Speak to achieve common understanding.					
Outcome 5c-2. Write to achieve common understanding.					
Outcome 5c-3. Listen to achieve common understanding.					
Outcome 5c-4. Apply technology to connect, communicate, and collaborate.					

TOTALS	
Essay	22
Artifacts	60
Design	12
Resume	6
Overall Score	100

Grading scale: Pass: 75-100 points; Fail: Below 75 points.

ePortfolios that receive an initial *fail* evaluation will be reviewed by the SOIS Curriculum Committee.