

ePortfolio Requirements 2025 and beyond



THE UNIVERSITY OF ARIZONA

College of
Information Science



Purpose of the ePortfolio



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.

Summary of requirements



All students in the M.A. LIS program are required to develop an ePortfolio as they work on their degree.



The ePortfolio is made up of an academic reflection, a professional development reflection, a cover letter/resume review, a website and/or LinkedIn site, and a tracking sheeting.



During your final semester in the M.A. program, you'll be automatically enrolled in LIS 909 ePortfolio to earn 1 credit hour.

But LIS 909
is not on my
schedule for
my final
semester?



Immediately contact your academic
advisor or the Director of Graduate
Programs



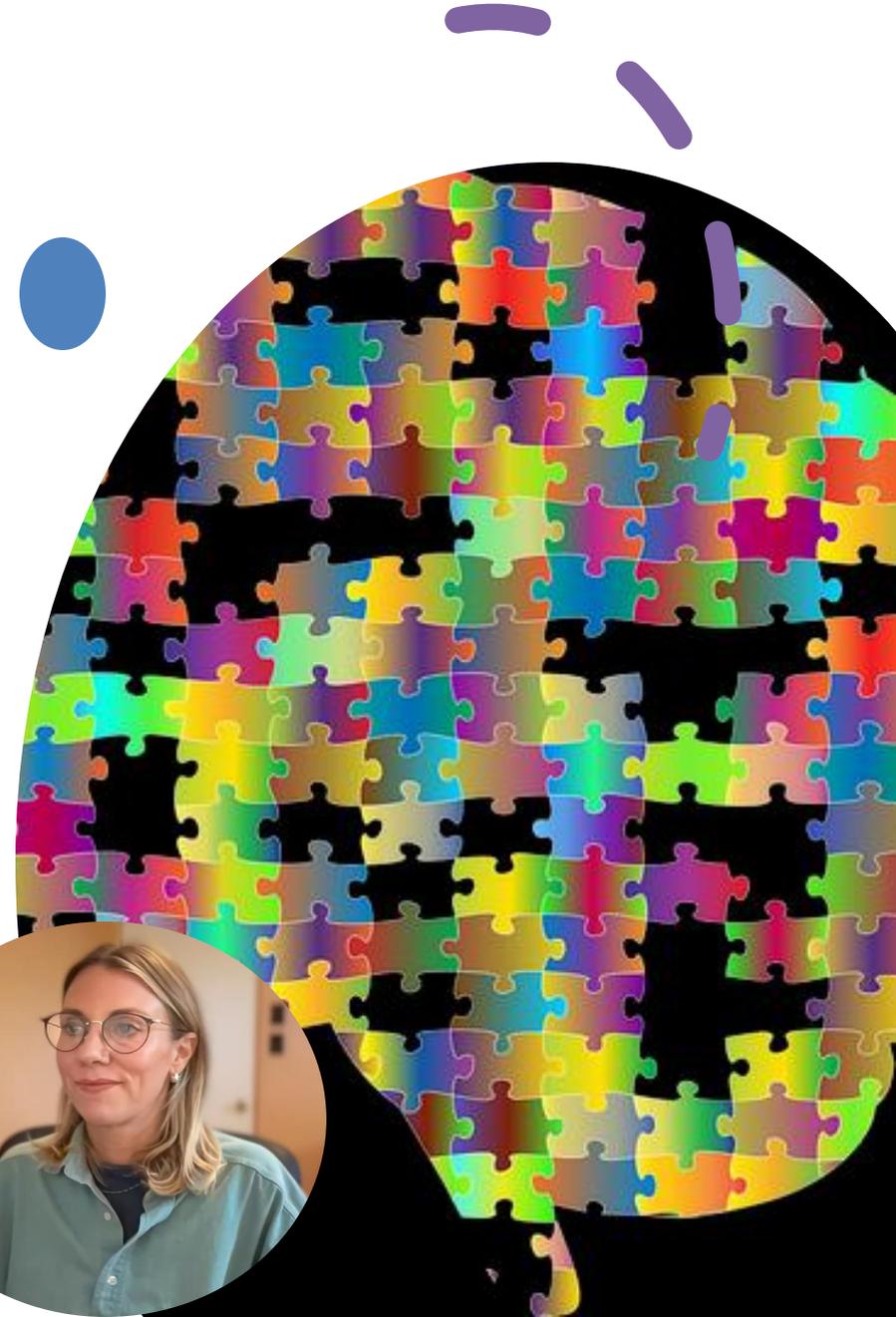
If you are not enrolled in the final
semester you want to graduate, it
could be a barrier to graduation



Double check that you have LIS 909
on your schedule in UAccess (not just
the D2L site) for your final semester

Reflections

Each student's ePortfolio documents and assesses their learning throughout the master's course of study, in part through the student's reflections on their learning experiences.



Reflections as assessments

Self-assessment: The ePortfolio reflections are the tools and opportunities for students to monitor their own learning and augment it as needed.

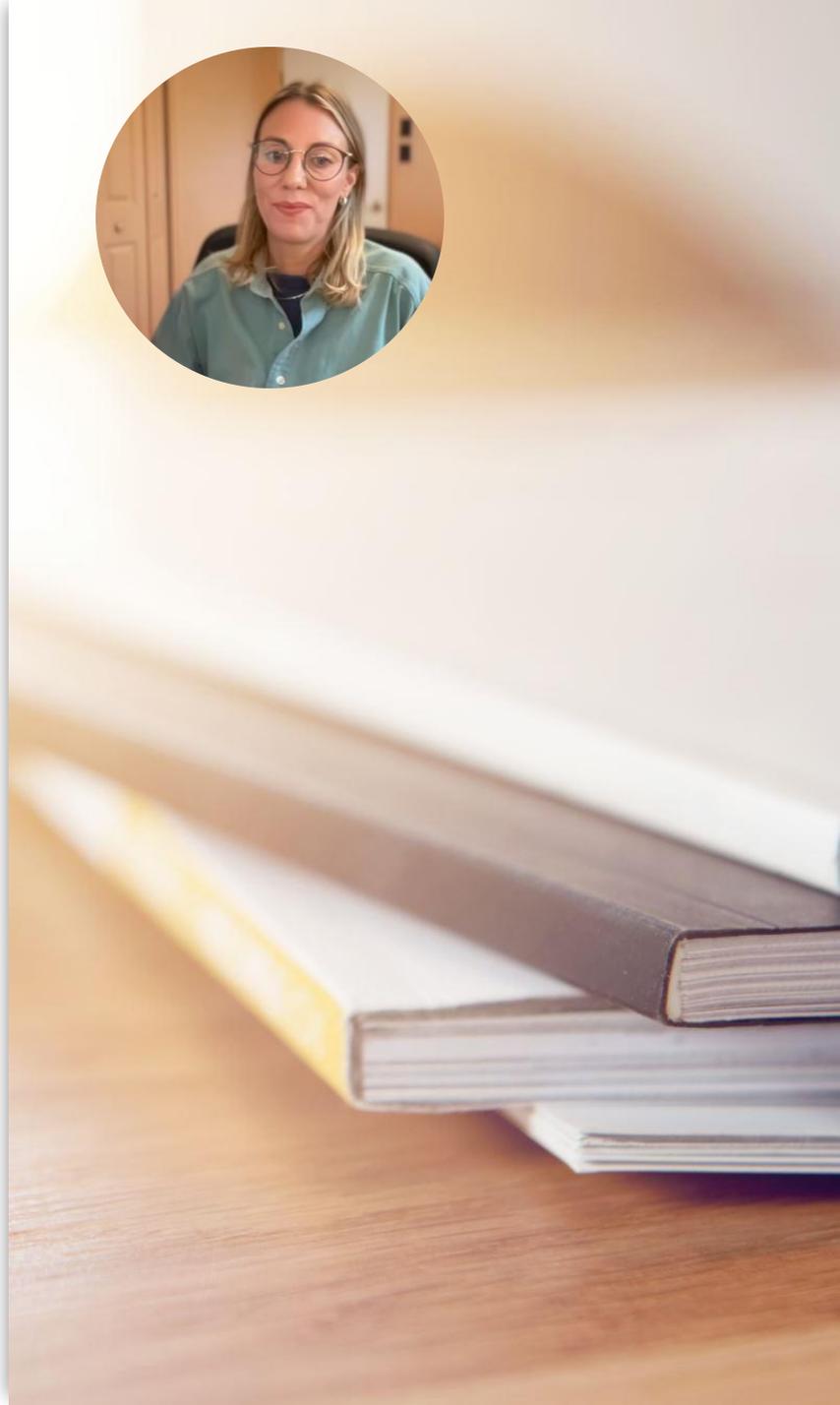
Evaluator assessment: Reflections are shared only with the ePortfolio evaluator, who will provide feedback and approve reflections. In some cases, a reflection may need to be revised and resubmitted.



Reflections as essays

Reflections are essays in which you express your thoughts about yourself and your educational and professional goals. Your thoughts about how you have changed because of your learning experiences are especially important.

Like any essay, a reflection should have an introduction, a body, and a conclusion.



M.A. competencies

In their reflections, students demonstrate

- their intellectual development,
- their comprehension and knowledge of subject content, and
- their understanding regarding how their learning experiences relate specifically to the 5 M.A. LIS competencies

M.A. LIS competencies:

https://ischool.arizona.edu/master-arts-library-and-information-science#Student_Compencies



Thoughts, but also evidence

Reflective essays should include concrete examples illustrating how learning or other kinds of changes--such as a new perspective on careers or a revised plan for your professional future--came about.

Learning artifacts, such as projects and papers, are good examples to use as evidence of growth and learning and are required for the 2 reflections.





LIS 504 academic reflection

1. After completing LIS 504 Foundations of Library and Information Services
2. LIS 504 is typically taken in your first semester, so this reflection is usually due about 30 days after your first semester
3. If you started as non-degree seeking or did not take LIS 504 your first semester, this timeline might not apply to you. You can work with your academic advisor to set a due date for the first reflection



LIS 504 reflection

- 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 completing LIS 504



Professional development 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

Professional reflection

- 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





Resume and/or Cover letter Review Assignment

The purpose of this assignment is to assist and practice in skills related to career development and entering the job market.

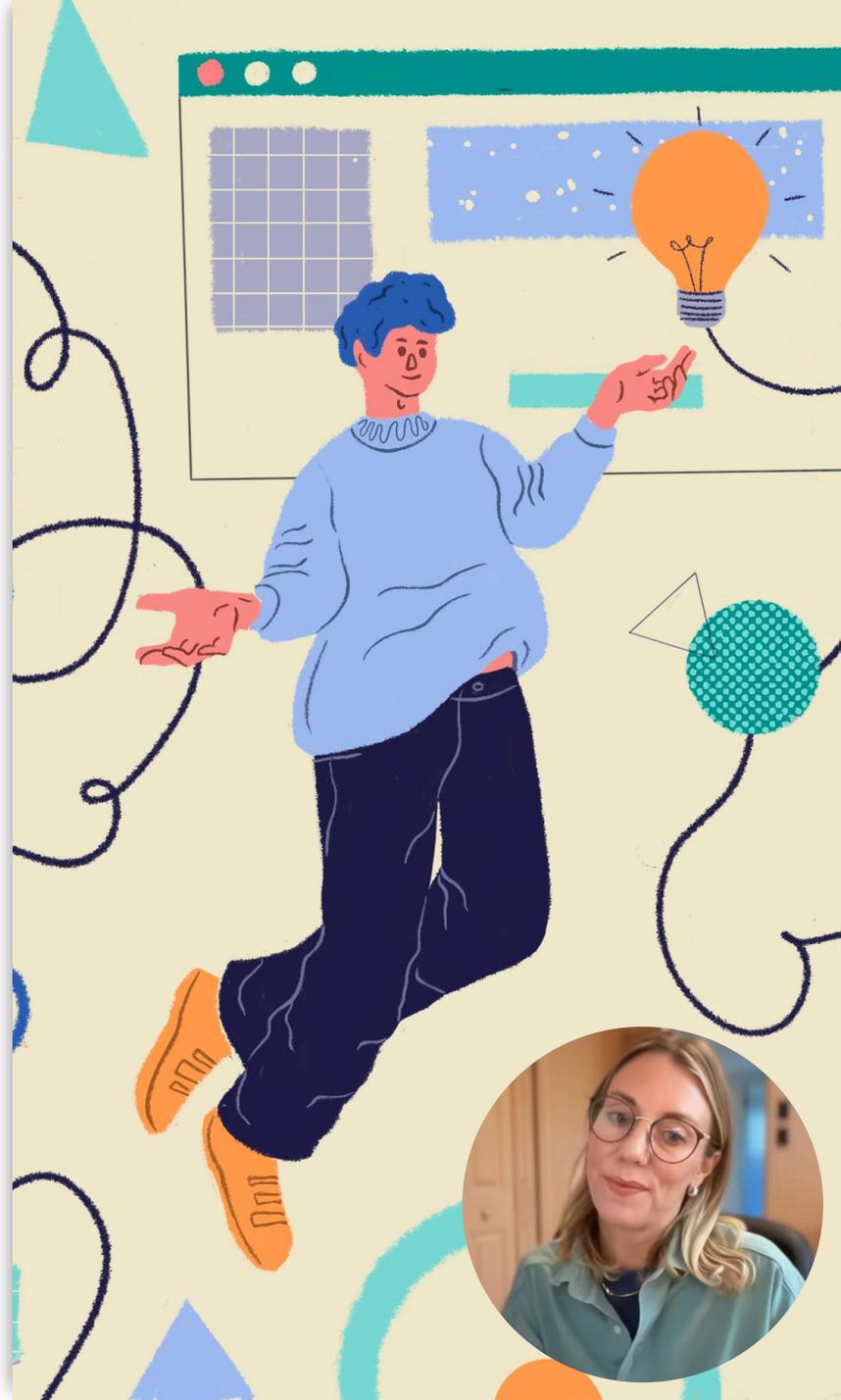
Each student will create or revise a current resume and/or cover letter, depending on their individual career needs.

The student will then take their Resume or cover letter to be reviewed by an independent source.



Who should review your resume or cover letter?

- The UA Student Engagement & Career Development Center
<https://career.arizona.edu/resources/career-document-dropbox/>
- An internship supervisor or independent study supervisor or mentor
- A professional organization such as the Society of American Archivists
<https://www2.archivists.org/groups/career-services-commons/appointments>
- A trusted professional or mentor in the student's field of choice
- A professor in the field





The Resume/cover letter review assignment is due between achieving 18-27 units in the program

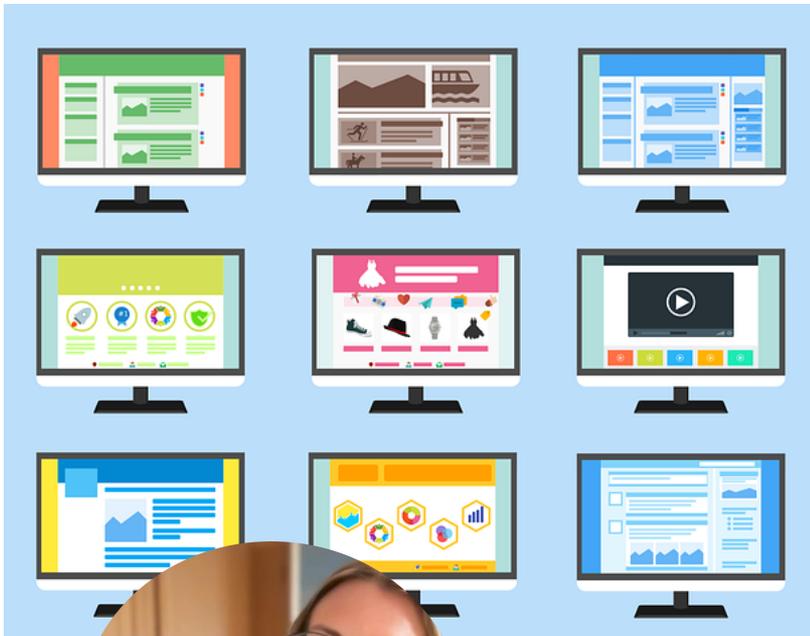


Essentially, do not wait until your final semester to complete this assignment



The student will then submit the original resume or cover letter and the final version after a review from an independent source on D2L

Student's ePortfolio website or LinkedIn page



Each student's **ePortfolio website** *or* **LinkedIn page** provides a showcase highlighting their knowledge and skills.

You only need to choose one, but you can do both, if you so wish.



ePortfolio website

Can be private, with access given only to the evaluator

Can be public, to communicate your knowledge, skills, and accomplishments to potential employers and colleagues

Should be worked on throughout your course of study

Website is completed in LIS 909, due 2 weeks before the last class day of the semester and submitted on D2L

Website requirements

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



The Weebly logo is displayed in a white, rounded, lowercase font with a thin black outline, set against a solid black rectangular background.

Website builders

You do not have to use these but you may find them helpful, especially if you do not already have website-building skills. You can pay but this is not the expectation. You can build your website for free using a variety of free website builders such as:

The Canva logo is written in a blue-to-purple gradient cursive font.The Wix logo is rendered in a bold, black, sans-serif font, with a small orange and yellow flame-like graphic above the letter 'i'.

weebly.com

wix.com

canva.com



LinkedIn Page requirements:

- include a thoughtful headline
- summary about student's professional goals and educational/professional accomplishments
- provide the student's resume
- showcase at least 3 artifacts related to the student's stated professional goals- this can be under the "projects" section on LinkedIn or where appropriate.
- use a design and graphics appropriate for the student's professional interests
- be clearly organized and well written

Can include:

- include a professional headshot or photograph
- name pronunciation guide
- sharing of relevant content
- connections to College of Info Sci/MLIS program and other professional organizations





How to create a LinkedIn page

- Many of you will already have LinkedIn pages
- If you choose this option, you will need to update your page to meet the requirements on the previous slide OR you can choose to do the website assignment
- If you do not have a LinkedIn page go to:
- <https://www.linkedin.com/reg/join> to make your free account

Tracking sheet



- Fill out a standardized spreadsheet to record
- 1) which competencies you discussed in each of the reflections and
 - 2) which competencies were addressed in each of the 12 courses taken for your M.A. LIS.

The tracking sheet should be updated as you finish courses in the MLIS program. But there is no requirement to submit it on D2L before you take LIS 909 in your final semester.



The final tracking sheet is due in the last semester of the student's program of study.

Logistics

First semester in the M.A. program

- You will be enrolled in the D2L site titled *ePortfolio*
- You do not need to register or pay for it
- You'll use this space until your last semester.
- All reflections, assignments and relevant learning artifacts will be submitted to drop boxes in this space and will be evaluated here.
- You will need to be registered and pay for LIS 909 (1 unit) your final semester and will use the same D2L site to complete this unit with not, your assignments for D2L submitted in this location.
- Again, you should be automatically registered for LIS 909 in your final semester, if you are not please contact your academic advisor or the program coordinator ASAP



Your last semester

- Double check that you are registered for LIS 909 for 1 credit hour.
- You'll already be enrolled in the LIS 909 D2L course space.
- Complete any reflections still outstanding (there shouldn't be any)
- Complete the Coverletter/Resume review if still outstanding (but again, should not be)
- Complete your ePortfolio website and/or LinkedIn Page and submit it for evaluation
- Submit final tracking sheet



Students admitted to the M.A. LIS program prior to January 2025 can choose to follow the new requirements rather than the ones in place when they were admitted.

If you were admitted prior to January 2025, it is up to you which requirements you wish to do. You can also do a mix and match of requirements.

Pre-2025 requirements

- 504 reflection
- Mid-program reflection
- Professional reflection
- ePortfolio website
- Tracking sheet

Jan. 2025 and after requirements

- 504 reflection
- Cover letter/Resume
Review assignment
- Professional reflection
- **ePortfolio website and/or
LinkedIn page**
- Tracking sheet

Questions? Comments?

Please email: Jennifer Rochelle

jgrochelle@arizona.edu

