CRITERIA FOR ASSESSING AND SCORING EPORTEFOLIO ESSAYS  
Updated Oct. 14, 2020

These criteria are intended for students to use as they create their essays and engage in peer critiquing activities. They will also be used by faculty in evaluating the ePortfolios. The scoring is based on the following:

- **4 = outstanding**: met all criteria with relevant supporting evidence and references; created a compelling personal voice
- **3 = meets**: met all criteria with relevant supporting evidence and references
- **2 = approaches**: met most of the criteria with relevant supporting evidence and references
- **1 = needs considerable work**: lacks supporting evidence for most of the criteria, references not well integrated

CRITERIA FOR INTRODUCTORY ESSAY (NOT SCORED)

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<tr>
<td>1</td>
<td>Do you briefly explain how you came to LIS (your background including a brief overview of your education and work especially as related to your chosen career)?</td>
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<tr>
<td>2</td>
<td>Do you state your chosen pathway?</td>
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<td>3</td>
<td>Do you talk about your professional goals and aspirations?</td>
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<td>4</td>
<td>Do you contextualize what the reader will be looking at in the reflective essays? Is there a tone or theme set (such as your professional philosophy)?</td>
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<td>5</td>
<td>Do you paint a personal story that is compelling and original?</td>
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COMMENTS

CRITERIA FOR CONCLUDING ESSAY (NOT SCORED)

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<tr>
<td>1</td>
<td>Do you tie all the narrative threads throughout your ePortfolio and wrap things up for the reader?</td>
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<tr>
<td>2</td>
<td>Do you use this space to conclusively present yourself as a LIS professional?</td>
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<td>3</td>
<td>Do you explain how you plan to apply what you have learned to a specific information environment, problem, or community of interest?</td>
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<td>4</td>
<td>Do you indicate your plans for continuing professional development and leadership in the profession?</td>
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<td>5</td>
<td>Do you state your specific aspirations and goals moving forward as a new LIS professional?</td>
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COMMENTS
GENERAL CRITERIA FOR ALL ESSAYS

Important: In addition to the SLO-specific criteria below, also apply the following general criteria for all essays listed above.

1. Preceding each essay, do you include the following header?
   a. SLO #: SLO description (as given by the Program)
   b. Course #: Course title (and instructor)
   c. Artifact title [link to artifact]
   d. Artifact description: [link to course syllabus]

2. Within the essay, do you briefly restate the SLO in your own words?

3. Within the essay, do you reflect on and describe your growth in understanding and applying the SLO?

4. Do you reflect on the insights you gained in developing your artifact?

5. Do you describe the challenges you faced in developing your artifact, and how you addressed them?

6. Do you integrate references for at least two pieces of scholarly literature that support points made in your essay?

7. Do you articulate how working on this artifact has contributed to your philosophy as an information professional?

8. Reflecting on the artifact, now that you are a graduating information professional, how might you have done the project differently?

9. Do your essay and the artifact clearly show a prospective employer how you would be an effective librarian, archivist, or information professional?

COMMENTS
CRITERIA FOR SPECIFIC SLOS (FACULTY WILL SCORE THESE ESSAYS)
Important: In addition to the SLO-specific criteria below, also apply the following general criteria for all essays listed above. If an artifact you have selected for your ePortfolio focuses on some but not all of the SLO-specific criteria, please add a short statement preceding the body of the respective essay that explains and supports the criteria you will be addressing in the essay. You should also provide a rationale for why the artifact does not address certain criteria. This statement will assist the faculty evaluators in examining your essays with a clearer understanding of your focus.

SLO 1 SERVICES

1. Do you showcase the skills and/or experiences you developed in information services for specific users and communities? Do you give examples?

2. Do you demonstrate your application of professional criteria and standards for information services?

3. Do you reflect on specific information services that are important to your professional role as a librarian and critical insights that influenced your professional philosophy?

4. Do you reflect on why it is important to create and assess instructional and outreach resources? Do you give examples?

SCORE (4=outstanding, 3=meets, 2=approaches, 1=needs work):

COMMENTS

SLO 2 PROFESSIONS

1. Do you describe the role of ethics in library/archive services and operations? Do you refer to the basis or the particular code? Do you relate this to your artifact and its process?

2. Do you discuss what ethical questions or development of a professional philosophy are involved in your specific artifact?

3. Do you discuss how this artifact and its process changed and/or deepened your perception of librarianship and the information professions?

4. Do you clearly state your professional philosophy in 1-2 sentences in your essay? Do you use your artifact and its process as examples?

5. If applicable, do you explain the relevance to contemporary ethics and professionalism of your historical research artifact?
### SLO 3 RESOURCES

1. Do you demonstrate an understanding of as many of the following as possible that are relevant to your artifact: how information resources are created, discovered, evaluated, organized, managed/preserved, and disseminated? Do you give examples?

2. Do you reference any professional standards in relation to your artifact? Do you discuss the importance of these standards? Do you give examples?

3. Do you demonstrate an understanding of issues and/or techniques of preserving physical and/or digital objects? Do you give examples?

4. Do you demonstrate an understanding of multiple systems/sources with which to search, organize, retrieve, evaluate, and/or synthesize information? Do you give examples?

### SLO 4 TECHNOLOGIES

1. Do you describe how you evaluated systems/technologies in your artifact process? Do you give examples? Do you evaluate the appropriateness of technological solutions considering multiple factors? (e.g., functionality, cost effectiveness, adherence to professional standards)

2. Do you discuss and/or reflect on integrating emerging technologies into your professional practice? Do you give examples?

3. Do you describe the purpose that technology serves in library and information service settings? Do you give examples?

4. Do you critically explore the social context and implications of your technological decisions?
### SLO 5 CULTURES

1. Do you demonstrate how you applied LIS principles to meet the needs of a specific community or communities? Do you use your artifact as an example?

2. Do you discuss and give examples of cultural competency and/or community engagement practices in relation to your artifact? Do you reflect on the importance of each/either?

3. Do you demonstrate understanding of the social, cultural, political, and/or economic context of information services and systems? Do you give examples?

4. Do you discuss how you analyze diverse information needs within the same community? Do you give examples?

5. If applicable, do you discuss Indigenous research paradigms or aspects of Critical Theory as conceptual frameworks for serving diverse communities?

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### SLO 6 MANAGEMENT

1. Do you discuss the importance of management skills with your artifact and its process as examples? (e.g., needs assessment, budget, evaluation)

2. Do you discuss how you applied basic theories, ethical aspects, and/or principles of administration for effective management in your artifact?

3. Do you reflect on the skills needed for leadership, public relations, and/or advocacy? Do you give examples?

4. Do you discuss budget creation and/or funding, in relation to your artifact? Basic human relations? Personnel management? Do you give examples?

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