ePortfolio Guidelines for the UHM LIS Program
(Updated June 3, 2021)

All non-thesis (Plan B) students must create and present an ePortfolio to demonstrate understanding and application of the six program Student Learning Outcomes (SLOs). You will compile a group of artifacts from course assignments (including practica and internships) and professional experiences, and compose corresponding SLO reflective essays. Thesis (Plan A) students are also advised to compile and upload the six artifacts in the event they make midpoint decisions to switch to Plan B.

You begin working on the ePortfolio in the first semester during the initial uncredited part of LIS 691 Masters Seminar, and continue to develop it throughout the program. You will complete it, present it, and receive an evaluation for it in the second part of LIS 691 during your last semester.

All artifacts must be complete before you begin your final semester.

The guidelines include the following major components:
- Required Content
- Technical Format
- Development Timeline
- Role & Responsibility of LIS Faculty Advisor
- Faculty Evaluation of the ePortfolio
- Public Presentation

Required Content

Introduction [Approximately 500 words]
Set the tone of your ePortfolio by introducing your professional goals and aspirations. Provide context for your artifacts and set the tone of your approach to the ePortfolio. Paint your personal story.

Resume
Compose a brief, organized account of your professional objectives, education, related work experiences and qualifications. You may redact any information that you deem private and confidential (e.g., home address).

Artifacts
For each of the six SLOs, select one or two artifacts. An artifact could be a paper, an audio/video file, an image, digital product (e.g., website, digital exhibit, or LibGuide), or group project (in which case, you must specify your individual contribution). You may provide evidence from any course or LIS experience (i.e., practicum, internship, extramural project) to demonstrate mastery of any SLO. The artifact may be the culminating assignment or a string of shorter assignments in a course. You must work closely with your faculty advisor to ensure that the artifacts you select are appropriate for your ePortfolio.

Each LIS course has a primary SLO, which is identified in the course syllabus, as well as assignments corresponding to this primary SLO (e.g. LIS 601 is SLO1 Services). However you may identify and justify using those assignments for another SLO. Discuss your plans with the respective course instructor and your faculty advisor.

The same artifact must not be used for more than one SLO.

You must **not** alter an artifact after completing a course (e.g. typos).

Required format for an artifact: 1) SLO number, 2) course number, title, instructor and semester 3) artifact name, 4) link to the assignment description, and 5) link to the artifact. For example:
SLO1 Services: *Design, provide, and assess information services*
Course: *LIS 601 – Introduction to Reference and Information Services (Dr. Irvin, Fall 2021)*
Artifact: *Final Query Exam – Question #2*
Assignment Description: *[provide a link to the assignment described in course syllabus]*
Hyperlink(s) *for the artifact*

Reflective Essays [Approximately 1000 words each]
Guiding Questions for ePortfolio Essays

Write a critical, reflective essay based on your chosen 1-2 artifacts to demonstrate mastery of each SLO, for a total of six essays. These are the most important elements in your ePortfolio, as they are the only parts evaluated for Pass/Revise by faculty committees. Refer to the Guiding Questions for ePortfolio Essays for more information on what to include in your essays.

Conclusion [Approximately 500 words]
Discuss your steps towards achieving your aspirations and future goals as a soon-to-be information professional. Explain how you plan to apply what you have learned to a specific information environment, problem, or community of interest.

Statement Regarding Students' Intellectual Property Rights and Privacy
You are the sole owner of the intellectual property of your ePortfolio. You will be required to make a working draft of your ePortfolio accessible to your faculty advisor throughout your coursework. You must protect confidential information in your reflective essays and artifacts by either: 1) limiting access in UH Google Drive to LIS faculty, 2) requiring a password and/or 3) redacting the information. At a minimum, confidential information includes other students' names and photos. Depending on the nature of the artifact, it might include names of employers, supervisors, or institutions. Consult with your course instructor or faculty advisor if you are unsure.

Technical Format

You must meet minimum format and technical quality standards before submitting your ePortfolio for final evaluation. The instructor of the exiting seminar provides an acceptable/not acceptable determination on the following technical criteria:

- Completeness: Includes all required components for the ePortfolio.
- Legibility: Fonts and type size vary appropriately for headings, sub-headings and text.
- Accessibility: Easy navigability. Use of headings, subheadings and paragraphs for easy scanning. All links working.
- Layout: Color of background, fonts, etc. enhance readability and aesthetic quality.

Development Timeline

Entering semester: You will participate in a series of uncredited workshops and experiences involving presentations by LIS faculty, staff, students, and practicing information professionals. The intent is to introduce you to the SLOs, pathways, courses, and LIS field. You will also be introduced to the

suggested ePortfolio platforms (Weebly or WordPress) and begin designing and populating your ePortfolio.

Subsequent pre-graduation semesters: Keep track of your artifacts. Begin your reflective essays and continue to polish them. Keep reflective notes on communities and professional situations that interest you. Continually review the Guiding Questions for ePortfolio Essays to ensure that your coursework, artifacts and reflections support your interests and meet program standards. Review your evolving ePortfolio with your advisor during each advising session. Though you will not be enrolling in the 691 seminar during these middle semesters, you are encouraged to attend a voluntary workshop that will be offered each semester for students requesting assistance with specific elements of the ePortfolio.

All artifacts must be complete before you begin your final semester. Summer graduates must follow the timeline for spring graduates.

Exiting semester: You will finalize your ePortfolio for faculty committee evaluation. You will also provide advice in a presentation to the first-semester students, engage in career preparation activities, and deliver a public presentation based on your ePortfolio. Important: Your ePortfolio must be completed and submitted for review by the middle of your exiting semester to provide adequate time for the evaluation.

Role and Responsibility of LIS Faculty Advisor

Your assigned LIS faculty advisor is closely involved in working with you to make sure that you remain on track with collecting and reviewing artifacts throughout your time in the Program. However, the responsibility lies with you as the student to:

- Share your ePortfolio URL with your advisor by the end of your first year in the Program, so that your faculty advisor can access the site and review its development with you over time.
- Review your evolving ePortfolio with your advisor during fall and spring course advising to best determine ongoing coursework that will be meaningful and relevant to your chosen professional interest/pathway.
- Be sure that your faculty advisor supports the readiness of your ePortfolio for faculty committee review. Your advisor can only do so if they are kept apprised of your progress and any complications or concerns regarding the ePortfolio.

Faculty Evaluation of the ePortfolio

Your ePortfolio will be evaluated by a two-member committee of faculty. For each SLO, the reflective essay is evaluated following the Guiding Questions for ePortfolio Essays. Your faculty committee will not be re-evaluating the content of your artifacts but referring to them as supporting evidence of proficiency as they review your essays. While the introduction and conclusion are not evaluated directly, they contextualize and personalize your artifacts and reflections.

The two faculty evaluators will issue one overall grade of either Pass or Revise for the entire ePortfolio, and, at minimum, one set of overall comments from each member. Notes for revisions will focus on improving specific SLO reflections, and only specified reflective essays will need to be revised. You will have one chance to revise and resubmit the specified reflective essay(s) within two weeks of notification. The same two faculty evaluators will review the revised essay(s). Students can request a change of faculty evaluators through the Program Coordinator if necessary.

Public Presentation

In the exiting seminar, you will deliver a ten-minute public presentation to classmates, faculty, and potential employers (i.e., professional librarians and archivists in the field). This is your chance to demonstrate mastery of LIS skills and to celebrate your achievements in the Program. The presentation is not scored, however, the audience will be invited to provide you with supportive and critical feedback on your performance. You will also respond to impromptu questions from the audience.

An example of the public presentation prompt is: As an LIS professional, who will you help, how will you help them, and how do we know you can do it?