

# Extramural Initiative Guidelines, Form, and Criteria

## Introduction

The [LIS ePortfolio guidelines](#) stipulate that a student may submit an artifact that is an extramural initiative for one of the program's Student Learning Outcomes (SLOs). An extramural initiative is an experience outside of coursework that demonstrates your mastery of one of the SLOs. This might include a demonstration of leadership in a student professional organization or evidence of engagement in a library-related community project.

Reminder: You are still required to complete a core requirement for each of the SLOs (i.e. you cannot use an extramural initiative towards your degree in place of a course.)

## Procedure

1. Begin by discussing the potential for this initiative with your faculty advisor.
2. Complete a proposal form (below) on the initiative and submit it to your faculty advisor.
  - a. It's recommended you submit this before you begin the initiative.
  - b. This may be submitted before, during, or after the initiative is completed.
  - c. At the latest, this must be submitted no later than the first month of the semester before you plan to graduate (e.g. for Fall graduates, submit in January and for Spring graduates, submit in August).
  - d. Forms will not be reviewed over the summer.
3. Your advisor will review the form and either approve or deny the initiative as an experience that can be used for an artifact.
  - a. Students may initiate an appeal to the whole faculty during an executive session.
4. Once approved, put together your artifact following the guidelines below. The artifact will be reviewed by your advisor who will evaluate the artifact per the following criteria:
  - a. Is there evidence that you applied related SLO principles, theories, and/or best practices during the initiative (in your list of key tasks and appendices)?
  - b. Is there evidence that you considered related SLO principles, theories, and/or best practices after the initiative (in your reflections and appendices)?
5. If your advisor approves your artifact, you may submit it as part of your ePortfolio. If rejected, you may have it appealed by the larger faculty in executive session.

## Extramural Initiative Artifact Proposal Form

Student name	
Title of extramural initiative	
SLO# addressed	
Description of the initiative (e.g., goals, timeline of major steps, achievements)	
Name of extramural agency/organization	
Supervisor or contact person at agency/organization (name and email address)	
Name of faculty advisor	

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Student signature                      Date

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Supervisor/Contact signature    Date

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Faculty Advisor signature        Date

## Required Artifact Components

- List of key tasks in actualizing the initiative
- Reflections: lessons learned; challenges encountered and overcome; questions for future endeavors. *We understand that you may use some of this in your reflective essay.*
- Supporting references: relevant readings, interviews, information sources
- Appendices: links to resources created for the initiative (for example, publicity documents, assessment data)