

University of Denver MLIS Program Portfolio Checklist and

List of Artifacts

General Information

The materials in your Program Portfolio will be used to assess the success of the DU LIS Program in providing learning experiences that help you meet the learning outcomes of the MLIS program. The course assignments you will include in your portfolio will not be graded again through this process. They will, however, be examined by your academic advisor as one component of our assessment data collection efforts for systematic program review and improvement. Some of the other items you need to include are from the Annual Student Review Self-Assessment essay that all students submit each Spring Quarter. Each term, for each course, and for each student, classroom instructors submit a survey that asks for their opinion on the successful demonstration of some of the professional qualities that are also addressed in the Annual Student Review Self-Assessment.

We encourage students to include items not required for program assessment. Examples include assignments from electives, special projects, submitted articles, etc.

Deadlines

The first week of each Spring Quarter is when the Annual Student Review Self-Assessment essay is due. At this time, the components of your Program Portfolio also need to be brought-up-to date. Your portfolio will be examined by your academic advisor.

Document Formats

Your documents may be in .pdf or .docx

| Professional Profile Folder | |
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| | Introduction to the Portfolio Provide a brief description of yourself, including 2-3 professional goals. Some examples: To become an archivist in a university. To contribute to the profession through association work. |
| | Current Resume |
| | Coursework Plan |
| | Annual Review Self-reflection Essays (one for each year in the program) |
| | Culminating Activity (Capstone or Practicum) Product |
| | Culminating Self-reflection Essay (submitted in your last quarter in the program) <ul style="list-style-type: none">• One or two paragraphs that address the following two points:<ul style="list-style-type: none">○ Description of how each of the learning outcomes is related to professional practice○ Reflection on your achievement of these learning outcomes |
| INSTRUCTIONS CONTINUE ON NEXT PAGE | |

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| | Outcomes Folder |
| | For <u>each</u> of the MLIS required courses, include the artifacts identified in the following list. NOTE: The original version of your assignment is preferred. However, you may choose to use a version that you have revised based upon instructor comments. |
| | LIS 4000 Foundations of Library, Archival, and Information Science <ul style="list-style-type: none"> • Final Exam Essays (SLO 1; SLO 2) • Literature Review (SLO 4; SLO 10) |
| | LIS 4010 Organization of Information <ul style="list-style-type: none"> • Metadata Assignment (SLO 5) • Thesaurus Assignment (SLO 5) • Final Paper (SLO 5) |
| | LIS 4015 User and Access Services (see instructions in LIS 4015 syllabus) <ul style="list-style-type: none"> • Outreach Plan (SLO 6) • User Profile (SLO 6) • Bibliography (SLO 6) • Handout (SLO 6) |
| | LIS 4040 Management of Information Organizations <ul style="list-style-type: none"> • Budget Development Assignment (SLO 7) • Project Management Assignment (SLO 7) • Cases Analyses (SLO 7) |
| | LIS 4050 Library and Information Technologies <ul style="list-style-type: none"> • Technology Trends Assignment (SLO 8) • Technology Specifications Assignment (SLO 8) |
| | RMS 4900 Educational Research and Measurement <ul style="list-style-type: none"> • Major Project, Part I (SLO 10) • Major Project, Part II (SLO 10) |

University of Denver MLIS Program Learning Outcomes and Associated Artifacts

The following list identifies each of the MLIS learning outcomes and the associated artifacts we will use to evaluate program effectiveness and identify areas needing improvement.

1. Defend LIS professional ethics and values.
 - LIS 4000 Final Exam Essays
 - Annual Student Review Attribute: Ethical Responsibility (2nd Year Students)
 - Culminating Self-reflection Essay
2. Justify the importance of intellectual freedom in a variety of information access situations.
 - LIS 4000 Final Exam Essays
 - Culminating Self-reflection Essay
3. Characterize the attributes and value of teaching, service, research, and professional development to the advancement of the profession and personal career plans.
 - Annual Student Review Attribute: Lifelong Learning (2nd Year Students)
 - Culminating Self-reflection Essay
4. Characterize historical, current, and emerging aspects of information organizations and information producers.
 - LIS 4000 Literature Review
 - Culminating Review Self-reflection Essay
5. Distinguish and apply multiple and emerging approaches to the organization of information.
 - LIS 4010 Metadata Assignment
 - LIS 4010 Thesaurus Assignment
 - LIS 4010 Final Paper
 - Culminating Self-reflection Essay
6. Analyze the interaction of individual characteristics and social factors with information environments. Identify, evaluate, synthesize, and disseminate information for a variety of communities and users. Demonstrate the interaction between information users and information resources and how to improve that interaction.
 - LIS 4015 Outreach Plan
 - LIS 4015 User Profile
 - LIS 4015 Bibliography
 - LIS 4015 Handout
 - Culminating Self-reflection Essay
7. Apply current management and leadership theories and practices in the creation, administration, and assessment of services.
 - LIS 4040 Budget Development Assignment
 - LIS 4040 Project Management Assignment
 - LIS 4040 Cases Analyses
 - Culminating Self-reflection Essay
8. Demonstrate competency with current information technologies.
 - LIS 4050 Technology Trends Assignment
 - LIS 4050 Technology Specifications Assignment
 - Classroom Instructor Survey
 - Annual Review Self-assessment Essay
9. Demonstrate professional communication skills, work behaviors, and respect for diversity.
 - Annual Student Review Self-Assessment Essay Attributes:
 - Dependability
 - Time management and work organization
 - Respect for human diversity
 - Interpersonal effectiveness
 - Adaptability and Flexibility
 - Leadership (2nd Year Students)

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| <ul style="list-style-type: none">○ Professional Demeanor (2nd Year Students)• Classroom Instructor Survey• Culminating Review Self-reflection Essay |
| 10. Critique and construct library, archive, and information science research <ul style="list-style-type: none">• LIS 4000 Literature Review• RMS 4900 Major Project Part I• RMS 4900 Major Project Part II• Culminating Review Self-reflection Essay |