MLIS & Certificate Portfolio Rubric

The MLIS & Certificate portfolio is scored on 8 criteria – the 6 MLIS core competencies, the additional Certificate in Specialized Study in Information Science, and the overall navigation of the portfolio. The reflective essays for each core competency are scored out of 15 points and the overall navigation is scored out of 10 points, for a total of 100 possible points.

Overall Portfolio Scores:

- Exemplary – 115-100 points
- Proficient – 99-70 points
- Unsatisfactory – 69 points or fewer

Overall Navigation of the Portfolio

Exemplary (10-9 points)	Proficient (8-7 points)	Unsatisfactory (6-1 points)
All of the portfolio navigation links work and all external links connect to the appropriate website. Artifacts are easily accessible.	Some of portfolio navigation links work and some external links connect to the appropriate website. Artifacts are fairly accessible.	There are significant problems with the portfolio navigation links. Artifacts are inaccessible.

Information and Its Organization

Learning Outcomes - By the conclusion of the master's degree program, students should be able to:
- explain major concepts, theories, issues and trends in knowledge representation and information organization
- explain the relationship between information organization and information retrieval
- explain information-seeking behavior in theoretical and practical terms
- demonstrate proficient professional skills in information searching
- explain and demonstrate the techniques of bibliographic organization and control
- explain the principles and techniques of physical and digital preservation of materials

Exemplary (15-13 points)	Proficient (12-10 points)	Unsatisfactory (9-1 points)
The reflection provides specific examples of how the work sample demonstrates the competency. At least two learning outcomes are specifically addressed.	The reflection provides examples of how the work sample demonstrates the competency. One learning outcome is addressed.	The reflection does not explain how the work sample demonstrates the competency. No learning outcomes are addressed.

Provision of Information Services

Learning Outcomes - By the conclusion of the master's degree program, students should be able to:
- design a variety of information services to meet the needs of diverse users, including onsite, remote, and underserved users
- identify, evaluate, manage, and use information resources and sources effectively
- apply critical-thinking, information-seeking, and problem-solving skills to analyze users' inquiries and match them with appropriate and accessible resources
- provide users with professional consultation during the information service encounter
- apply up-to-date technology strategically to improve services and enhance access to information resources
- adapt and apply learning theories and principles in the design and delivery of best practices to promote information literacy

Exemplary (15-13 points)	Proficient (12-10 points)	Unsatisfactory (9-1 points)
The reflection provides specific examples of how the work sample demonstrates the competency. At least two learning outcomes are specifically addressed.	The reflection provides examples of how the work sample demonstrates the competency. One learning outcome is addressed.	The reflection does not explain how the work sample demonstrates the competency. No learning outcomes are addressed.

Leadership and Management

Learning Outcomes - By the conclusion of the master's degree program, students should be able to:
- identify and define goals; develop measurable and single-outcome objectives for each goal and define effective strategies for achieving objectives as part of the strategic planning process
- design and conduct community analysis, needs assessment, and/or outcome evaluation
- develop appropriate content for funding proposals
- explain supervisory styles and organizational/management structures
- explain strategies for successful financial management, public relations, and marketing
- explain and design effective strategies for community and institutional advocacy
- promote the role of information services in facilitating diversity and global awareness
- analyze ethical issues and develop strategies to address them

Exemplary (15-13 points)	Proficient (12-10 points)	Unsatisfactory (9-1 points)
The reflection provides specific examples of how the work sample demonstrates the competency. At least two learning outcomes are specifically addressed.	The reflection provides examples of how the work sample demonstrates the competency. One learning outcome is addressed.	The reflection does not explain how the work sample demonstrates the competency. No learning outcomes are addressed.

Research
Learning Outcomes - By the conclusion of the master's degree program, students should be able to:
- identify and explain a research question
- locate, evaluate, analyze, and synthesize research findings
- identify appropriate research methods, collect, and analyze data to address issues faced by libraries or other information agencies
- employ evidence-based practices to solve information problems
- design, conduct, and report research that contributes to the body of professional knowledge and/or theoretical constructs

Exemplary (15-13 points)	Proficient (12-10 points)	Unsatisfactory (9-1 points)
The reflection provides specific examples of how the work sample demonstrates the competency. At least two learning outcomes are specifically addressed.	The reflection provides examples of how the work sample demonstrates the competency. One learning outcome is addressed.	The reflection does not explain how the work sample demonstrates the competency. No learning outcomes are addressed.

Technology
Learning Outcomes - By the conclusion of the master's degree program, students should be able to:
- demonstrate effective use of current technologies
- explain the impact and potential of current and emerging information technologies for management and delivery of services
- organize and provide digital resources and services
- evaluate and select appropriate technology for specific information services or applications
- analyze issues, concepts, and challenges related to the impact of technology on information ethics and policy

Exemplary (15-13 points)	Proficient (12-10 points)	Unsatisfactory (9-1 points)
The reflection provides specific examples of how the work sample demonstrates the competency. At least two learning outcomes are specifically addressed.	The reflection provides examples of how the work sample demonstrates the competency. One learning outcome is addressed.	The reflection does not explain how the work sample demonstrates the competency. No learning outcomes are addressed.

Professional Development and Lifelong Learning
Learning Outcomes - By the conclusion of the master's degree program, students should be able to:
- formulate short- and long-term plans for professional development based on an awareness of the needs and realistic demands of the chosen work setting(s), personal competencies, and the profession
- explain the role of the library and information professional in the community, culture, and society
- develop a personal philosophy of professional behavior and ethics
- demonstrate professional communication skills necessary for interaction, collaboration, and instruction
- construct a career plan based on personal and professional goals
- engage with a professional network of colleagues via professional associations and communities of learning and practice

Exemplary (15-13 points)	Proficient (12-10 points)	Unsatisfactory (9-1 points)
The reflection provides specific examples of how the work sample demonstrates the competency. At least two learning outcomes are specifically addressed.	The reflection provides examples of how the work sample demonstrates the competency. One learning outcome is addressed.	The reflection does not explain how the work sample demonstrates the competency. No learning outcomes are addressed.

Certificate in Specialized Study in Information Science
Students completing a Certificate in Specialized Study in Information Science in addition to their MLIS must submit an additional artifact directly related to their Certificate. As such the artifact must come from one of the 4 courses that the student is counting towards their Certificate. The reflective essay must address the following information:
- How this assignment is representative of the knowledge and skills gained from completing the certificate
- How the student will take the knowledge and skills gained and apply them in a real-world, specific way
- How completing this certificate has impacted the way the student views/approaches their role in the field

Exemplary (15-13 points)	Proficient (12-10 points)	Unsatisfactory (9-1 points)
The reflection provides specific examples of how the work sample addresses the questions in the reflective essay prompts. All three prompts are explicitly addressed in the essay.	The reflection provides some examples of how the work addresses the questions in the reflective essay prompts. At least two of the prompts are explicitly addressed in the essay.	The reflection does not explain how the work sample addresses the questions in the reflective essay prompts. No prompts are explicitly addressed and the reflective essay is general in nature.