

Portfolio Information for Students

Students entering the program from summer 2012 on will need to successfully complete a portfolio in order to graduate. Full instructions can be found in the Study Planner & Portfolio document. The portfolio is used as an assessment tool to determine whether the student has met the program objectives, but it is also a way for students to reflect upon their own learning objectives. This document outlines some tips for completing the portfolio.

By the end of the first semester students should complete:

- Reflections for any core class and/or elective work they wish to include in the portfolio.
- The initial reflective essay on educational and professional goals.
- A list of personal learning objectives.
- A plan of study.

Saving assignments for use in the portfolio:

- Students are responsible for saving and creating backups of all graded assignments and/or exams. Instructors are not responsible for keeping copies of student work.
- If paper versions of assignments and/or exams are returned, students are responsible for scanning them to create an electronic version for later use in the portfolio.
- If feedback is given via *UBlearns* rather than on the assignment itself, ***students are responsible for capturing this feedback and saving it.*** Copying it into a Word document is recommended. *Information in UBlearns will remain accessible for only 1 year following the completion of the class. After this time, the information for that course will not be retrievable.*
- Assignment instructions and/or syllabi will have the instructor-defined objectives as well as the UB LIS program objectives that they meet. Save these for all graded assignments and/or exams as they will be used in the portfolio.

Advising meetings:

- Students should discuss their portfolios with their advisors, particularly in their first semester. This is an excellent time to discuss reflections, personal learning objectives, and the plan of study. It is also a time to ask questions and ask for clarification if necessary.

Writing reflections:

- Refer to the workshop videos on reflective writing. They are available in your MLS Orientation “course” in *UBlearns*.
- When discussing the motivation behind the assignment, do not just say it was completed “because it was required”. Think about why it was assigned and why you approached it the way you did. Was there anything particularly challenging about it? What did you learn from completing it? How will you apply what you learned in the future?
- When discussing what you learned, think about more than just the subject matter. Did you learn how to collaborate with others more effectively? Did you learn how to manage your time in a better way? Did you take a new perspective on solving a problem? Did you learn

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something about communication or leadership? Did you change how you think about an issue? These are just as important to reflect upon as the material.

Submitting your Portfolio:

- During your final semester, you will be added to a portfolio site in UBlerns. This is where you will submit all sections of your portfolio.
- Videorecordings of the Portfolio Workshops will available via this site as will all instructions and documentation pertaining to the portfolio requirement.

Portfolio Workshops:

- The portfolio will be introduced in your LIS 505 class. It is important to begin writing reflections and compiling information for your portfolio in your first semester. Continue the process throughout your time in LIS so that you are not running around in your final term, chaotically trying to write reflections for classes. This time should be spent on your final reflective essay.
- Workshops will be offered at least once per semester in a blended environment where seated and online students may participate in real time. Workshop topics will include discussion on the importance of reflective learning and reflective writing. These will be sponsored by the various student groups in LIS.
- If you cannot attend the workshop, videorecordings will be made available via your UBlerns MLS Orientation site.