VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY& INFORMATION SCIENCE
MLIS 7050 PORTFOLIO DEVELOPMENT
GUIDELINES
One Credit Hour

Instructor
Your instructor for this course will be your academic advisor.

Course Description

1 or 2 credits. Prerequisite or Corequisite: MLIS 7000. Preparation and presentation of a professional portfolio in partial fulfillment of the requirements of the MLIS degree. Students must enroll for one credit of Portfolio Development in the first semester of their program, for one credit after the completion of nineteen credit hours, and for one or two credits in the final semester of their program. Course may be repeated at the student's discretion. Four credit hours are required and will be counted toward degree.

Course Objectives
1. Assist students in understanding of physical portfolio development.
2. Assist students in understanding aspects of portfolio presentation.
3. Demonstrate skills, knowledge, and competencies developed in program coursework.
4. Demonstrate skills, knowledge, and competencies developed during work experience.
5. Demonstrate an understanding of the relationship of topics and concepts among courses.
6. Demonstrate developing professional goals.

Course Prerequisite: None

Course Requirements
1. Selecting appropriate artifacts that demonstrate evidence of class performance.
2. Providing meaningful and appropriate organization of the portfolio.
3. Adding complete and consistent documentation.
4. Including a professional goals statement.
5. Presentation of the portfolio to the instructor.

Required Portfolio Materials
1. Introduction
2. Table of Contents
3. Professional Goals Statement
4. Current Resume
5. Captioned materials
6. Summary statement

Evaluation
Portfolios will be judged by the instructor for appropriateness, organization, completeness, consistency, and inclusion of all required materials.
Grades:

Exceptionally exceeds minimum standards	A
Exceeds minimum standards	B
Meets minimum standards	C
Barely meets minimum standards	D
Fails to meet minimum standards	F

Academic Dishonesty
"Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources. Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*.

Special Needs Statement
Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin or handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students not registered with the Special Services Program should contact Special Services in Nevins Hall, Room 2164, 229-245-2498.

Attendance
There is no attendance policy for Portfolio Development. Each student will maintain contact with the instructor so that continual development is maintained and review is conducted. E-mail, telephone, mail, and meetings will be utilized as appropriate.

Resources

This is a selected list, intended to be only enough to get you started. Your advisor will have other suggestions as the term progresses, and you may find other useful sources. Check your local library ☺.

On paper portfolios:
Valdosta State University. Department of Political Science. Master of Public
Administration Program. *Portfolio Guidelines for PADM7210, Internship in
Public Administration or for the City Management Track Exit Requirements*. 24
Aug. 2001 <http://www.valdosta.edu/mpa/online/>. Choose "Portfolio (in
Word)."

On electronic portfolios:
Barrett, Helen C. *How to Create Your Own Electronic Portfolio*. 24 Aug. 2001
<http://electronicportfolios.com/portfolios/howto/index.html>.

On resume writing:
Newlen, Robert R. *Writing Resumes That Work: A How-To-Do-It Manual For
Librarians*. New York: Neal-Schuman, 1998. Book and floppy disk.

Works by Tom Jackson, including:
Jackson, Tom, and Ellen Jackson. *The New Perfect Resume*. New York: Broadway
Books, 2001.