



# School of Information Science

## College of Information and Communications

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### UNIVERSITY OF SOUTH CAROLINA

## School Library Track Portfolio FAQs

### What exactly is the MLIS portfolio?

The MLIS portfolio is a compilation of your hard work in the MLIS program. It serves 3 roles:

1. All graduate students at the University of South Carolina must complete an end of program evaluation. Some programs require a thesis, we require the MLIS portfolio.
2. Allows students to reflect on everything they've learned in the MLIS program and how it relates to the MLIS Learning Outcomes – did you learn what we promised you would when you started?
3. Gives students a work sample to provide to potential future employers

### When should I start on my portfolio?

All End-of-Program Portfolios are due in the student's graduating semester, with the exception of summer graduates:

- Spring graduates – portfolios due April 15<sup>th</sup> of the graduating term
- Summer graduates – portfolios due April 15<sup>th</sup> of the spring semester prior to graduation
  - Example: If you are graduating in Summer 2025, your portfolio would be due April 15, 2025
  - This is due to professor availability during summer semesters. We need to have faculty reviewers available to review portfolios and not all faculty are on contract during summer semesters
- Fall graduates – portfolios due November 15<sup>th</sup> of the graduating term

However, just because your portfolio is due in your final semester doesn't mean you need to wait until your final semester to DO your portfolio! Here's some ways to get started early:

1. Review the Learning Outcomes early in your program to get an understanding of what to look out for in your assignments.
2. Compile ALL assignments in your own personal organization system.\*\*
  - a. Do NOT rely on being able to get back into blackboard to find an assignment.
  - b. Save EVERYTHING yourself as a precautionary measure
3. Bookmark suggested assignments from the Portfolio Guidelines [here](#) as you take your classes

- a. Targeted classes include ISCI 742, 756, and 757
4. Jot some things down about assignments – what went well, what didn't go well
  - a. These don't have to be full paragraphs. Even just short notes to yourself will help immensely!

**\*\*We STRONGLY recommend saving assignments somewhere that can be accessed via internet connection, meaning not strictly on your desktop of your personal laptop. What if the laptop you used all through your program completely crashes in your final semester and you lose everything?**

Every student has access to OneDrive through their university email address, drop your assignments in your personal OneDrive and they can be accessed anywhere. GoogleDrive is a similar option.

### **How do I create a portfolio?**

All portfolios will be created in the website building format of your choice. By far the most common site is **GoogleSites** – it's free, easy to navigate, and many people already have a Gmail account.

However, you are free to use any website of your choice! Other common ones are:

- WIX
- Wordpress
- Weebly
- Canva

### **Can I use Blackboard? It's not listed above but I know previous students have built their portfolio there!**

As of Spring 2024, MLIS portfolios will no longer be allowed to be submitted via Blackboard. Blackboard is tied exclusively to your USC account and the only people who can view the beautiful portfolio you built are you and the specific person you shared it with. That means you can't take this portfolio and show it to potential employers.

**Blackboard portfolios will no longer be accepted starting in Spring 2024.**

### **Can I see what a great portfolio looks like?**

Yes! The following portfolios all received a perfect score (100) and their creators were kind enough to allow us to share them with future students:

- [School Library Portfolio 1](#)
- [School Library Portfolio 2](#)
- [School Library Portfolio 3](#)

### **What needs to be included in the portfolio?**

Every School Library Track Portfolio will include the same 8 sections. Students who complete the Certificate in Equity, Diversity, and Inclusion must include a 9<sup>th</sup> section addressing the EDI Certificate.

- [School Library Track Portfolio Requirements](#)

The 8 required sections are outlined on the website above as well as listed here:

- Introduction
- Resume
- Vision Statement
- Professional Development Plan
- Learning Outcome 1 Work Sample and Reflective Essay
- Learning Outcome 2 Work Sample and Reflective Essay
- Learning Outcome 3 Work Sample and Reflective Essay
- Learning Outcome 4 Work Sample and Reflective Essay

Students who complete the EDI Certificate will add a 9<sup>th</sup> section which includes a work sample that is directly related to the EDI Certificate, along with a reflective essay. The essay prompts are included in the link above.

### **What are these learning outcomes?**

The Learning Outcomes for the School Track of the MLIS program outline what our graduates should know and be able to do when they complete the program. They are based on the professional standards for school librarians.

There are [4 MLIS Learning Outcomes for School Librarians](#):

1. Instruction
2. Environment
3. Library Services and Management
4. Professionalism

You'll see on the website linked above that there is additional information under each learning outcome providing further information and context.

**School Library Track students will receive further information on their portfolio in their ISCI 794 class in their final semester.**