
exitPortfolio Handbook



Master of Library Science Program Middle Tennessee State University

College of Education
Womack Educational Leadership Department

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The MLS Program exitPortfolio

Explanation and Rationale

ePortfolios are an established method of assessment in higher education and are valuable tools for facilitating integrated learning. The exitPortfolio in the MLS program is the culminating project that shows students' comprehensive attainment of competencies over the course of the program and takes the place of a comprehensive exam or thesis. Although students are required to include certain content in their exitPortfolios, students are not limited to that content only and are encouraged to add content that is meaningful to their learning experience while in the MLS program and that will showcase their accomplishments. Completed ePortfolios should be of high quality so they can be shared with prospective employers. Therefore, ePortfolios should tell the story of the student's personal growth, mastery of skills, and understanding of professional values. They should contain a variety of documents including video, audio, graphics, presentations, and written assignments. ExitPortfolios will be created by every student (MLS degree-seeking and endorsement-only students) during the first semester of their enrollment, and will be evaluated at the beginning, midpoint, and end of their studies. Final evaluation of the exit portfolio will take place in the student's last semester. ExitPortfolios are evaluated on a pass/fail basis by the exitPortfolio committee comprised of no less than two faculty members. Students must pass their exitPortfolio to complete the program.

ALA Competencies Related to Course Goals

During the coursework of the MLS program, students will begin to attain the competences that the American Library Association (ALA) considers Core Competencies of Librarianship <http://www.ala.org/educationcareers/careers/corecomp/corecompetences> and promote the values of The ALA Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill>. These competences and values will be reflected in the exitPortfolio.

Platform

The MLS program is transitioning from using the D2L Brightspace learning platform to using Wix for the exitPortfolio, as the ePortfolio module will be phased out by Fall 2026. Every student has access to the ePortfolio module in D2L which can be found at the top of the home page and in each course in D2L. Students have the option to build their exitPortfolio in Wix <https://www.wix.com/>, which is a website builder with available ePortfolio templates.

Google Workbook

At the beginning of a student's first semester in the program, every student is given a link to their Google Workbook which contains instructions, a help guide, 'My Information' page, and copies of the exitPortfolio rubric. Students should fill out the 'My Information' page when they have set up the pages of their exitPortfolio. The rubrics will be scored by the student and the exitPortfolio advisor

three times, once at the exitPortfolio creation, at the student's midpoint in their studies, and in the final semester. Students should read the comments given by the advisor underneath the rubric and sign and date in the student area each time.

Required Content

The exitPortfolio must contain the elements outlined below. ExitPortfolios that do not meet standards will not pass the exitPortfolio assessment at the end of the coursework. If that happens, the student will have to delay graduation and take LIBS 6999 to work on their exitPortfolio until it passes the final evaluation.

Key assessments

These artifacts are required. *

- The Reference LibGuide from LIBS 6015 & Reflection**
- The main Budget Assignment from LIBS 6105, or 6100 & Reflection
- One main Selection Assignment from LIBS 6115, 6310 or 6311 & Reflection
- The Literature Review and Research Proposal from LIBS 6060 & Reflection
- The Role of the Library assignment from LIBS 6000 & Reflection
- One Censorship Assignment from any class LIBS 6000, 6310 or 6311 & Reflection
- One cultural humility assignment from LIBS 6100, 6105, 6311, or 6310 & Reflection
- Three choice assessments that the student determines will showcase their best work**
- An assignment from 6020 TBD* (starting with students who take this class in Fall 2025)
- An assignment from 6030 TBD* (starting with students who take this class in Fall 2025)

*Endorsement students who do not take 6060 or 6030 will not be required to have these assignments.

**Each Key & Choice assessment used should have an accompanying reflection. Choose three questions from each of the four areas Backward/Inward/Outward/Forward Looking

<https://wpvip.edutopia.org/wp-content/uploads/2022/10/edutopia-stw-replicatingPBL-21stCAcad-reflection-questions.pdf>

Other Required Items

- An Introduction or 'About Me' page
- A journal entry for every semester highlighting what the student has learned and how it relates to their future profession as a librarian.
- The Philosophy of Librarianship statement from LIBS 6550
- A Current Resume and/or LinkedIn site from LIBS 6550
- Description of Field Experience and activities (with pictures) from LIBS 6550
- A List of courses taken including the name and number of each course
- Professional Library Organizations the student is a member of, such as ALA, TNLA, TASL

How to Create your exitPortfolio

Students will set up their exitPortfolio in LIBS 6000 or in another beginning core course. Specific instructions will be given in class and the professor will answer questions if help is needed.

Style

Each exitPortfolio will be unique. Students should make it their own to reflect their personality and style. Since the exitPortfolio is the place to showcase the student's learning, every effort should be made to create a professional looking ePortfolio and to adhere to good website design.

- Double check for errors in spelling, grammar, punctuation, etc.
- Use colors that work together and do not distract the reader.
- Use text that is not too big or too small. Do not use all caps.
- The use of pictures and graphics should add to the content, not distract, and should all be labeled.
- Make sure all links work properly.
- Use a consistent naming convention for artifacts and files that include the course number and name of assignment. Example: LIBS 6000 Role of the Library.
- Make sure navigation of the site is clear and simple.

Table of Contents/Menu Bar

The first item to set up is the Table of Contents or Menu Bar which will be the framework for the exitPortfolio and can run along the top (preferred) or on the side of the main page.

Page Set Up

Every exitPortfolio should include the following pages. These pages will be set up in the beginning and content will be added as coursework is completed as the student progresses through their courses.

1. Introduction or 'About Me'
2. Key Assessments
3. Choice Assessments
4. Philosophy of Librarianship
5. Journal
6. Resume/LinkedIn
7. Field Experience
8. Courses
9. Professional Affiliations

Student Examples

- An example of a completed exitPortfolio by student using D2L can be found here https://elearn.mtsu.edu/d2l/eP/presentations/presentation_preview_popup.d2l?presId=592411
- An example of a completed exit portfolio by student using Wix can be found here <https://iem2h4.wixsite.com/my-site-1>

Help

Specific help for creating the exitPortfolio in can be found in several places. The student's Google Workbook has a help page. Additional help can be found depending on the platform used.

Using the D2L Platform

- Walker Library ePortfolio help <https://library.mtsu.edu/eportfoliobasics>
- How to Set Up ePortfolio <https://www.youtube.com/watch?v=YG6fVgHUAW>
- How to Add Artifacts (Assignments)
https://www.youtube.com/watch?time_continue=1&v=_u4-otsztkl

Using the Wix Platform

- Video about choosing a template https://www.youtube.com/watch?v=2DRd1f_10sQ
- <https://libguides.butler.edu/eportfolio/wix>
- <https://support.wix.com/en/article/creating-a-portfolio-website>

Sharing and Privacy

ePortfolios in D2L can only be viewed by the students until made public and shared. ExitPortfolios must be shared with the Program Coordinator, exitPortfolio Advisor, faculty, and with fellow students when peer review is required. Students should consider carefully before sharing any personal information in their exitPortfolio.

Peer Evaluation

In several classes, there will be an opportunity for peer review of exitPortfolios. This allows students to see and learn from what others are building and also to share their own work and to help fellow students when the situation arises. Students are encouraged to take full advantage of this opportunity and to offer and receive constructive criticism.

Assessment

During the first semester, students will be given the URL to their specific Google Spreadsheet Workbook. Students should save the URL as it will be needed throughout the program every time the exitPortfolio is assessed. exitPortfolios will be evaluated three times, once when created, at the midpoint of study, and at end of the last semester. A rubric will be filled out by the student and a faculty member each time, showing a progression of learning and attainment. Students should read the comments left by the professor in the rubric and make the necessary changes required.

Final Submission

In their final semester, students should submit the Final Submission Form <https://forms.office.com/r/WJb8EYyExu> early in the semester. Students should request a meeting with the exitPortfolio advisor to ask questions about the completion of the exitPortfolio. As exitPortfolios are completed in the last weeks of the semester, the exitPortfolio committee, which is comprised of two MLS Program faculty members, evaluates each exitPortfolio individually with the rubric, adds comments, and then conferences to decide upon the evaluation. Pass/Fail evaluations are submitted to the College of Graduate Studies by the assigned deadline, which is approximately 2 weeks before graduation.

Students who receive a less than Proficient (3) on any criteria item in the exitPortfolio rubric upon final evaluation must make revisions that respond to the written feedback and resubmit no later than the second to last week of classes. If the student's exitPortfolio does not pass the final evaluation, they must delay graduation and enroll in LIBS 6999 for one credit and continue to work on the exitPortfolio. They will submit the exitPortfolio again using the same submission process. Appeals of the rating may be made to the program coordinator.