

## **INFO 289 e-Portfolio – Statements of Competency Rubrics**

A satisfactory statement of competency will meet all the specific **content** and **universal** criteria listed below. A statement that does not meet all the criteria is unsatisfactory and will require revision.

### **Specific Content Criteria: Specific to each Competency**

**Core Competency A:** demonstrate awareness of the ethics, values, and foundational principles of one of the information professions, and discuss the importance of intellectual freedom within that profession.

A satisfactory statement of competence -

- demonstrates knowledge of the chosen profession's ethical principles and the documents in which they are articulated
- provides examples of the complexity of applying values and principles in a real (as opposed to theoretical) context

**Core Competency B:** describe and compare organizational settings in which information professionals practice.

A satisfactory statement of competence -

- demonstrates understanding of the differences and similarities in organizational settings
- compares characteristics of at least three information organizations, such as policies and practices regarding relationship to a parent organization, mission, funding structure, audience/clients, personnel, etc.

**Core Competency C:** recognize the diversity (such as cultural and economic) in the clientele and employees of an information organization and be familiar with actions the organization should take to address this diversity.

A satisfactory statement of competence -

- shows awareness of diversity within a selected information environment
- shows knowledge of the impact diversity may have on the organization
- shows knowledge of programs or policies that promote a diverse environment

**Core Competency D:** apply the fundamental principles of planning, management, marketing, and advocacy.

A satisfactory statement of competence -

- Demonstrates the ability to participate in long-term planning or carry out project management
- Demonstrates understanding of how management theory can be applied in the workplace
- Shows the ability to market his or her work to users/clientele within or outside of the organization
- Shows understanding of how an information professional can be an advocate for a specific information entity
- Demonstrates an understanding of the impact the organizational setting has on the application of marketing and advocacy techniques

**Core Competency E:** design, query, and evaluate information retrieval systems.

A satisfactory statement of competence -

- Addresses each of the three parts of the competency
- Demonstrates an awareness of design principles for information systems

- Demonstrates the ability to retrieve information from different kinds of information systems (such as bibliographic/full-text databases, web portals and search engines, OPACs, social media tools, etc.)
- Describes how the organization of an IR system affects the search strategies used.
- Demonstrates the ability to use different searching functions, strategies, and tactics for locating relevant information.
- Demonstrates the ability to evaluate multiple components of an information retrieval system, such as the organization system used (hierarchical, classification, controlled vocabulary, tagging, menus, etc.), the underlying collection of information, the usability of a website, or the findability of the information system.

**Core Competency F:** use the basic concepts and principles related to the selection, evaluation, organization, and preservation of physical and digital information items;

A satisfactory statement of competency –

- Demonstrates understanding of the concepts that comprise the management of collections of data or objects, including selection, evaluation, organization, and preservation
- Apply collection management principles for both physical and digital content.

**Core Competency G:** demonstrate understanding of basic principles and standards involved in organizing information such as classification and controlled vocabulary systems, cataloging systems, metadata schemas or other systems for making information accessible to a particular clientele.

A satisfactory statement of competence -

- Shows knowledge and application of official standards for organizing a particular kind of information
- Demonstrates knowledge of basic principles, de facto standards, and best practices for organizing information in physical and virtual environments
- Applies standards and principles to make information accessible

**Core Competency H:** demonstrate proficiency in identifying, using, and evaluating current and emerging information and communication technologies.

A satisfactory statement of competence –

- Identifies and describes current and emerging information and communications technologies.
- Demonstrates knowledge of current and emerging technological issues and trends and their impact on the information professions.
- Articulates how emerging technologies might impact an information environment

**Core Competency I:** use service concepts, principles, and techniques to connect individuals or groups with accurate, relevant, and appropriate information.

A satisfactory statement of competence –

- Explains what information service consists of in a particular environment
- Articulates and demonstrates the ability to design and provide the services that assist people in accessing information in that environment

**Core Competency J:** describe the fundamental concepts of information-seeking behaviors

A satisfactory statement of competency –

- Articulates some of the prominent theories of information seeking behaviors.
- Shows an understanding of how knowing about information seeking behaviors can lead to improved service.

**Core Competency K:** design instructional programs based on learning principles and theories.

A satisfactory statement of competence –

- Articulates some contemporary learning theories and demonstrates the ability to employ them effectively
- Demonstrates understanding of and ability to apply relevant learning theories in a particular information environment

**Core Competency L:** demonstrate understanding of quantitative and qualitative research methods, the ability to design a research project, and the ability to evaluate and synthesize research literature.

A satisfactory statement of competence -

- Articulates an understanding of both qualitative and quantitative research methods and their applicability to a specific environment
- Demonstrates ability to evaluate and synthesize research literature
- Shows ability to apply appropriate research methods in a specific work environment

**Core Competency M:** demonstrate oral and written communication skills necessary for professional work including collaboration and presentations

A satisfactory statement of competence–

- Articulates several ways in which these skills are important to information professionals
- Demonstrates oral and written communication, collaboration, and presentation skills

**Core Competency N:** evaluate programs and services using measurable criteria

A satisfactory statement of competence –

- Demonstrates understanding of the concept of measurable criteria and their importance
- Focuses on the evaluation of professional activities and services rather than on content or collections
- Includes discussion of how evaluation can improve the design or provision of information services and programs

**Core Competency O (for students entering from Spring 2015)** Identify ways in which information professionals can contribute to the cultural, economic, educational, and social well-being of our global communities.

A satisfactory statement of competence –

- Demonstrates the ability to consider issues from a global perspective
- Shows the ability to apply international standards and practices within the discipline or professional area

- Demonstrates an appreciation of the relationship between the chosen field of study and professional traditions elsewhere
- Demonstrates appreciation of the diversity of language and culture

## **Universal Criteria: Applicable to all Competencies**

### Organization:

The statement of competency essay is clearly organized, with an introductory paragraph or section, evidence paragraphs, and a conclusion.

Each paragraph has an internal structure, with a topic sentence, supporting sentences, and transitions between ideas

The author has made it clear (through file-naming conventions, placement on the page, direct links, etc.) which artifact is associated with which evidence section.

### Content:

The competency is defined, with each part of the competency explained thoroughly and specifically, including why it is important to the author as a professional and to the profession as a whole.

The evidence presented includes at least one (if unusually relevant or strong), and no more than four artifacts that, taken together, demonstrate the full range of skills and knowledge addressed in the competency.

Each evidence paragraph begins with a topic sentence that includes the name of the artifact (including the filename or a direct link to the artifact file so that it is clear which artifact is associated with which explanation) and the class or experience in which this artifact was created.

Each evidence paragraph or section contains an argument that connects the artifact directly to the competency, making a strong case for why the selected artifact is a clear demonstration of the author's understanding of the particular competency and of the author's skills and abilities with regard to that competency.

The conclusion paragraph or section is at the end of the competency statement and suggests how the author will apply this knowledge in the future.

Writing:

The competency statement displays a mastery of the conventions of written English, as demonstrated by appropriate spelling, usage, punctuation, and grammar.

If necessary, the competency statement includes appropriate references to the published literature to support the author's points.

If included, the in-text citations and reference list are appropriately formatted using a standard citation style, such as APA.