MARA 289 e-Portfolio – Statements of Core Competency Rubrics
Effective Fall 2020

MARA students must submit a statement of competency that includes 3 sections: 1) **an Interpretation** in your own words of the competency statement (this is where the content criteria below belongs), 2) **Supporting Evidence** of mastery of each competency (3 pieces for each comp—1 of which may be a discussion thread), and 3) a **Conclusion** that explains how mastery of this competency has/does help you in your current position or will influence your professional practice in the future. Note: one piece of evidence may be used for more than 2 different competencies.

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 A-J

**Core Competency A:** Articulate the *ethics* and *values* of archivists, records managers, and/or information professionals and discuss their role in *social memory* and *organizational accountability*.

A satisfactory statement of competency:
- Addresses all parts of this competency (see terms in italics).
- Demonstrates the author’s awareness of and ability to articulate selected ethics, values, and foundational principles in relation to ARMA, SAA (or other professional organization) codes of ethics.
- Demonstrates an understanding of the complex issues regarding the promotion of access to data, information, and records, including the tension between open access (e.g., freedom of information) and privacy.

**Core Competency B:** Explain the *social*, *cultural*, and *economic* dimensions of *data*, *records*, and *information* use.

A satisfactory statement of competency:
- Addresses all parts of this competency (see terms in italics).
- Explains what social, cultural, and economic dimensions of data, records, and information use means.
- Offers one example of each of the three dimensions.
- Describes how at least one of these dimensions may differ based on the type of organization involved (e.g., archive, community/cultural archives, museum, records center, government agency, business organization) (compare at least two organizations).
Core Competency C: Describe the evolution of systems that manage data, information, communication, and records in response to technological change.

A satisfactory statement of competency:
- Addresses all parts of the competency (see terms in italics).
- Demonstrates the author’s knowledge of current and emerging information and communication technologies.
- Articulates an understanding of how different technologies could be applied to manage data, information, communication, and records.
- Demonstrates the author’s awareness of design principles for systems that manage data, archives, records or information and ability to evaluate components of an such systems.
- Demonstrates an understanding of different ways to provide access to authentic and reliable records.

Core Competency D: Apply basic concepts and principles to identify, evaluate, select, organize, maintain, and provide access to physical and digital information assets.

A satisfactory statement of competency:
- Addresses all parts of this competency (see terms in italics).
- Articulates and discusses the principles and practices related to one of the following domains: data management, archival practice, records management, or information governance.
  - Once you select one domain, be sure to touch on specific aspects as follows:
    - Data Management – include data creation, processing, analysis, preservation, access, and reuse
    - Archival Practice – be sure to include appraisal, arrangement, description, access and advocacy
    - Records Management – be sure to include creation, distribution, active storage, inactive storage and retention, disposition, archiving.
    - Information Governance – be sure to include creation and use; storage and security; retention and archives; disposition; and information holds/discovery.

Core Competency E: Identify the standards and principles endorsed and utilized by data, archives, records, and information professionals.

A satisfactory statement of competency:
- Addresses all parts of this competency (see terms in italics).
- Explains the difference between “de jure” and “de facto” standards, providing examples of each.
• Describes the similarities and differences of national and international standards related to one of the following: data, archives, records, or information governance/information assurance.
• Demonstrates knowledge and understanding of the basic principles and industry standards involved in managing and organizing records in physical and electronic environments.

**Core Competency F:** Apply *fundamental management theories* and *principles* to the administration of data, archives, information, or records programs.

A satisfactory statement of competency:
• Addresses all parts of this competency (see terms in italics).
• Identifies at least two fundamental management theorists and their theories and describes the advantages and disadvantages of each.
• Describes the application of current management theory to both physical and digital content.

**Core Competency G:** Describe the *legal requirements* and *ethical principles* involved in managing physical and digital information assets and the information professional’s role in *institutional compliance* and *risk management*.

A satisfactory statement of competency:
• Addresses all parts of this competency (see terms in italics).
• Demonstrates the author’s understanding of the legal and ethical principles involved in managing physical and digital information assets (data/ records/ information).
• Focuses on the role of the information professional in the organization’s risk management and compliance efforts.

**Core Competency H:** Describe current information technologies and best practices relating to the *preservation, integrity and security*, of data, records, and information.

A satisfactory statement of competency
• Addresses all parts of this competency (see terms in italics).
• Articulates the author’s understanding of protecting the integrity of physical and digital information assets.
• Demonstrates the author’s understanding of the concept of information security and privacy.
• Demonstrates the author’s ability to identify, use, and evaluate current and emerging information technologies for long-term preservation.

May 2020
**Core Competency I:** Demonstrate an understanding of research design and research methods and the analytical, written, and oral communication skills necessary to synthesize and disseminate research findings.

A satisfactory statement of competency

- Addresses all parts of this competency (see terms in italics).
- Articulates an understanding of qualitative and quantitative research methods.
- Demonstrates the ability to evaluate and synthesize research literature.
- Shows the author’s understanding of the application of research methods to records and information management.
- Demonstrates the author’s oral and written communication, collaboration and presentation skills utilizing current communications technologies.

**Core Competency J:** (For students entering from Spring 2015 forward) Describe global perspectives on effective information practices that are supportive of cultural, economic or social well-being.

A satisfactory statement of competency:

- 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