

**GEORGIA SOUTHERN UNIVERSITY  
INSTRUCTIONAL TECHNOLOGY  
PROGRAM**

**School Library Media Specialist  
Portfolio Development Handbook**



**AASL/NCATE Key Assessment #4  
Completed as a Component of ITEC 7737,  
Practicum in School Library Media Centers**

**Fall, 2005**

## **What is a Professional Portfolio?**

A professional portfolio is a collection of artifacts and reflections that demonstrates content knowledge, professional knowledge, skills and dispositions. Based on standards for best practices for media specialists (described in the next paragraph), candidates for certification as school library media specialists at Georgia Southern University will design, develop and present individual portfolios as a culminating experience in the certification program. Given the increasingly important role of technology in school library media programs in the 21<sup>st</sup> century, candidate portfolios must be submitted in an electronic format.

## **What Standards Form the Framework for the Portfolio?**

The School Library Media Specialist initial certification at Georgia Southern University includes activities and experiences designed to meet the [ALA/AASL Standards for Initial Programs For School Library Media Specialist Preparation](#). These standards have been accepted by the Georgia Professional Standards Commission as the minimum expectations for certification as a school library media specialist. The standards focus on candidate performance and the Instructional Technology faculty at Georgia Southern University believes that a professional portfolio based on these standards allows candidates to demonstrate a wide range of essential knowledge, skills, and dispositions.

Candidate artifacts and reflections should also address the four commitments of the College of Education's Conceptual Framework:

*Commitment to the Knowledge and Dispositions of the Profession*

*Commitment to Diversity*

*Commitment to Technology*

*Commitment to the Practice of Continuous Reflection and Assessment*

In addition, the portfolio should clearly address the roles of the school library media specialist (as described on the ITEC 7737 syllabus and in *Information Power: Building Partnerships for Student Learning*). Artifacts that demonstrate candidate performance of both the roles and mastery of the relevant *ALA/AASL Standards* must be included. Candidates should note that it is not necessary (nor expected) that every assignment from every class will be included in the portfolio. Artifacts should be selected carefully to demonstrate mastery of the standards.

## **What Components are Required for the Portfolio?**

Each artifact selected for inclusion in the portfolio must be accompanied by a reflective statement. These statements do not have to be lengthy, but they must present a clear rationale for why an artifact was selected for inclusion and what the artifact demonstrates. Alignment between artifacts, the *ALA/AASL Standards* and the roles of the media specialist should be clear. It is expected that the candidate's portfolio will demonstrate

creative and appropriate use of technology for organization and presentation of the portfolio.

Required components include:

- ❖ Current resumé
- ❖ Statement of professional philosophy, which must include a statement concerning the commitment to intellectual freedom
- ❖ Artifacts demonstrating mastery of current AASL/NCATE standards
- ❖ Reflections describing why an artifact was selected/what the artifact demonstrates
- ❖ Chart documenting field experiences across P-12 sites
- ❖ All technological elements of the portfolio must be working properly

### **How is the Portfolio Evaluated?**

A Professional Portfolio Scoring Guide can be found at the ITEC Program web site, along with site and university supervisor evaluation forms. The professional portfolio is evaluated as a component of ITEC 7737 and the scoring guide reflects elements from the practicum as well as the portfolio itself.

All portfolios will be presented orally during the semester the candidate is enrolled in ITEC 7737. At least three members of the instructional technology faculty will attend the portfolio presentations and participate in the evaluation, although the final evaluation will be completed by the ITEC 7737 instructor. Since the grade in ITEC 7737 is S/U, every element on the scoring guide must be rated as acceptable for the candidate to earn an S in ITEC 7737 and complete the program.

### **What Examples and Resources Are Available?**

Three sample portfolios from Instructional Technology students are available at the ITEC Program web site. Please note that guidelines may have changed from the time these portfolios were submitted so be sure to check current guidelines for all required components.

Print Resources:

Dickinson, G. (2004). *Portfolio guide for the school library media specialist*. Chicago: American Library Association.

Heath, M.S. (2004). *Electronic portfolios: A guide to professional development and assessment*. Worthington, OH: Linworth Publishing. (required for use in ITEC 7737)

Kimball, M.A. (2003). *The web portfolio guide: Creating electronic portfolios for the web*. New York: Longman.

Mullen, L., Britten, J., & McFadden, J. (2005). *Digital portfolios in teacher*

*education*. Indianapolis: JIST Works.

Shores, E.F., & Grace, C. (2005). *The portfolio book: A step-by-step guide for teachers*. Upper Saddle River, NJ: Pearson.

Online Resources:

Portfolio Template based on AASL/NCATE Standards

[http://www2.mcdaniel.edu/slm/admin/portfolio\\_01.ppt](http://www2.mcdaniel.edu/slm/admin/portfolio_01.ppt) (An example using this template is at <http://www2.mcdaniel.edu/slm/student/carrollj/Janhome.htm>)

Professional Electronic Portfolios for School Library Media Specialists

<http://www.mcps.k12.md.us/departments/isa/elit/eport/tools.htm>

Creating the Ultimate Teaching/Interview Portfolio

<http://www.teachnet.com/how-to/employment/portfolios/index.html>

East Carolina University Completed MLS Portfolios

<http://ltdi.coe.ecu.edu/mls/portfolios/#>

Electronic Portfolio of Tanya Grant

<http://userpages.umbc.edu/~tgrant2/index.html>

Using Technology to Support Alternative Assessment and Electronic Portfolios

<http://electronicportfolios.com/portfolios.html>

Creating an Electronic Portfolio WebQuest

<http://cte.jhu.edu/techacademy/fellows/Spencer/webquest/lasindex.html>

Planning Portfolios: Authentic Assessment for Library Professionals

<http://www.ala.org/ala/aasl/aaslpubsandjournals/slmrb/slmrcontents/volume52002/brownboltz.htm>