Syllabus Template. Section F.

F. ePortfolio/Learning Matrix Requirement

All GSLIS students must construct an Epsilen ePortfolio with a Learning Matrix in the first core course taken. You will continue to update your ePortfolio/Learning Matrix in all core courses, as well as in LBSCI 709. The ePortfolio/Learning Matrix course requirement is part of your Participation grade in each of these courses and failure to maintain your ePortfolio/Learning Matrix in those courses will result in a lower grade in the course in question. It is a requirement for graduation. When a student applies for graduation, the Graduate Advisor for Continuing Students will check whether the student has fulfilled this requirement.

This requirement applies to all students going forward in Spring 2014, but is not retro-active for earlier semesters.

Students are encouraged to deposit assignments from other courses to build a fuller portfolio, but are not required to do so.

Go to www.Epsilen.com and register for an online portfolio. You will be permitted to keep your portfolio after graduation. Portfolio contents will be available to GSLIS and Queens College to support institutional evaluation.

Please review the following directions and set up your ePortfolio at:

- ePortfolio page posted by the QC Center for Teaching and Learning
  http://www.qc.cuny.edu/Academics/SupportPrograms/CTL/ePortfolios/Pages/default.aspx (Note the tutorials that show you how to construct your ePortfolio)

- http://www.youtube.com/QPortfolio (additional tutorials to support your ePortfolio construction)

Your ePortfolio must include at least the following components:

- Contact info

- Welcome/Introduction/Personal Background

- Learning Matrix with all GSLIS assignments deposited for LBSCI 700, 701, 702, 703 and 709

- Please add your course instructor as an assessor for the appropriate course, as well as Dr. Kwong Bor Ng. At the end of the semester, once grades have been assigned, please remove the course instructor as an Assessor. Only you can do

this. Please leave Dr. Ng as an assessor, or other designated faculty if instructed to do so.

- When you apply for graduation, you will also need to add the name of the Graduate Advisor for Continuing Students to be an assessor.

You can add additional components to your ePortfolio if you wish.

Your Learning Matrix will demonstrate which of your assignments in each of the above courses support particular GSLIS program objectives. Please deposit your assignments in this manner:

- Find the course you are presently taking along one axis

- Look along the other axis at the GSLIS Program Objectives listed

- Think about the components of assignment you are placing in the matrix

- Place your assignment in the cell or cells across from the GSLIS Program Objectives that you feel are supported by your assignment. If your assignment is not in a format that can be placed in a cell (i.e. an oral presentation), write a brief paragraph describing the assignment and why you feel it belongs in the cell where you are placing it.

You may continue to build this ePortfolio Learning Matrix for each of your courses throughout your time at GSLIS so that upon graduation you will have a record of your best achievements in an electronic portfolio format that you can share with prospective employers. In particular, you are encouraged to deposit exemplary work in your Showcase.

If you wish to add course materials for courses other than those already specified in the Learning Matriix., use the following procedure:

- Edit the first matrix cell in a row labeled "Elective coursework" by clicking on the pencil icon

- Using the pull-down menu in the Type box, select "Course", then enter the Course Number (e.g. GSLIS 705). You are encouraged to enter the course name in the description field.

- Indicate whether course is "In Progress", "Future", or "Completed"

Please don't hesitate to contact QPortfolio support with any questions not easily answered by the above-listed resources at the Center for Teaching and Learning (http://ctl.qc.cuny.edu/learn/qportfolio/).

Good luck and thank you for your participation in this important assessment activity!