

## Capstone Experience ePortfolio Frequently Asked Questions Faculty Edition

The FAQ Faculty Edition is limited to questions specifically relevant to Information Science faculty members. There is also a FAQ Student Edition, which is posted on the Department of Information Science website. We will revise both documents as we receive new questions from faculty members, students, advising office staff, and others.

### Definitions

**Artifact** – A product of student effort that is incorporated into a student’s ePortfolio (EPF); it serves as evidence in the EPF of student achievement of competencies and/or student learning experiences. An artifact can be an assignment, award, achievement, transcript, etc.

**Capstone Experience** – A requirement listed in the UNT Graduate Catalog ([http://catalog.unt.edu/preview\\_program.php?catoid=21&poid=8341](http://catalog.unt.edu/preview_program.php?catoid=21&poid=8341) and [http://catalog.unt.edu/preview\\_program.php?catoid=21&poid=8354](http://catalog.unt.edu/preview_program.php?catoid=21&poid=8354)) as part of the degree requirements for students in the Department of Information Science (IS) Master of Science program. The capstone experience serves as an end of program assessment and provide evidence to the accrediting body (Committee on Accreditation, American Library Association).

**End of Program Assessment** – The process by which students in the Master of Science program, with a major in information science or library science, are evaluated to determine if they are ready and qualified for graduation and award of the degree.

**ePortfolio (EPF)** -- An online web-based application that allows each master’s degree student to gather in one place, selected materials (artifacts), learning experiences, and their reflections on their learning. The ePortfolio will be used for their capstone experience evaluation, and for presentation of their curriculum vitae or resume. An ePortfolio serves as the sole means of a final end of program assessment for all IS master’s students. Beginning in fall semester 2019 and all subsequent semesters, all students entering the Master of Science program will produce an ePortfolio for the capstone experience; the ePortfolio replaces the end of program examination for these students.

**ePortfolio Committee** – An ad-hoc committee of three faculty members formed in May 2019 and charged by the chair of the Department of Information Science to develop, implement, and create documentation for the EPF process and product.

**Foliotek** – The EPF platform deployed by UNT and that is being used for the Department of Information Science’s EPF application.

**Signature assignment** – These are specific course assignments that will be used in all sections of the course and that are designed to measure students’ mastery of the core objectives tied to your courses.

**Passing grade** – Generally all signature assignments require a grade of 80%.

**Q. How does EPF work?**

A. At the beginning of their Master of Science program, students are given an EPF template in which they begin accumulating artifacts. As discussed in the definitions, these reflect certain curriculum or co-curricular achievements. When the students apply for graduation, the EPF is reviewed by Information Science faculty members to determine if they are ready and qualified for graduation and conferral of master's degree.

**What are my responsibilities as a faculty member?**

**Q. What are my classroom related responsibilities as a faculty member?**

A. The impact on your classes and materials is intended and expected to be slight.

- You will need to be able to answer general student questions about the EPF, such as those in the student section of this FAQ
- If you are teaching a core course, and for any assignments from the core course that have been identified as signature assignments, you will need to note that in your syllabus and in the instructions for that assignment. The EPF committee will provide boilerplate text for this prior to the beginning of Fall 2019.
- The grading methodology for any core course signature assignments requires a grade or score that indicates the student has made either a B, or at least a score of 80 to be considered successful on the signature assignment. Assignments graded on a pass/fail basis may also be used for signature assignments.

**Q. When will this be implemented?**

A. The EPF for the capstone experience will be implemented and required of all students starting the program in Fall 2019 or thereafter.

**Q. When will faculty assessments of the capstone experience EPF begin?**

A. Faculty need to be prepared to do assessment of the capstone experience EPF by end of Summer 2020. We assume that the earliest students beginning the Master of Science program in Fall 2019 will engage in the capstone experience will be at least 12 months in the future.

**What are my responsibilities as a grader?**

**Q. Do I have to read or grade materials in a student's EPF?**

A. There are three main categories of evidence presented by the student in their EPF:

- Signature assignments: These are required and are the results of course assignments that have been identified as signature assignments. They have already been graded by the instructor of the course, and the evidence does not need review as long as the instructor has graded this as a B or with a score of at least 80.
- Required components of the EPF: These include items such as a completed CV or resume, transcript, degree plan, scholarship award, and other similar items. Although faculty members

are welcome to review the contents of these, the graders will simply indicate the presence or absence of these required items.

- Reflective writings by the student: These will take two types, both of which will be read by the graders:
  - Students will produce a short, reflective writing statement to accompany each of the signature assignments.
  - Students will produce a reflective essay currently titled an impact statement

For both types, graders will use a rubric for assessing the writing. The rubric will be available to students so they understand the expectations for these parts of the EPF for purposes as a capstone experience.

**Q. How long will it take to review the EPF?**

A. This is unknown, as the list of mandatory and reviewable artifacts have not yet been finalized. However, one of the goals of this process is to reduce faculty workload for assessing the capstone experience.

**Q. Can I review and assess signature assignments from classes other than my own, such as the INFO 5200 Information Organization Project?**

A. No. For those assignments that have been identified as signature assignments, the success in completing the assignment is indicated by the passing criteria in the course, which is generally for core courses a grade of 80% or better for a given assignment. If a student meets that criteria, then the product of the signature assignment is presented in the EPF. Assessment of this by the grader is whether or not the artifact is present in the EPF.

**Q. What happens if I fail the student's capstone experience EPF?**

A. This process has not been finalized but might take a form similar to the current capstone experience's examination. Two faculty members review and if either fail the EPF, they will indicate what the deficiency is in the EPF. It is then graded by a third faculty member. Other alternatives may be investigated.

**Q. Am I required to help the students create or maintain their EPFs?**

A. No. The EPF committee has developed instructions and other documentation for use by the students. We plan to host online sessions early in each semester for engaging students and answering questions about the EPF.

**Q. Will there be a grading rubric?**

A. Yes. A rubric will be developed once the list of reviewable artifacts is finalized.

**Q. What is the subsequent fate of a student that does not pass EPF review?**

A. This has yet to be determined. Ideally as the students develop their EPF they should have received enough guidance and faculty encouragement that failing is a remote possibility.