

# Ivy Tech Community College of Indiana

## Portfolio Guidelines for Library Technical Assistants

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As a degree-seeking Library Technical Assistant student, you are required to prepare a portfolio of your work and accomplishments over the time of your coursework. You will present your portfolio during LIB 206, the capstone course in the program.

A portfolio is a concrete demonstration for the College, the student, and future employers of the competencies mastered during the college experience.

Each required LIB course will offer recommendations of work that would be appropriate for the portfolio. Portfolio entries may include, but are not limited to the following:

- Papers
- Projects
- Observations
- Resume
- Letters of recommendation from faculty and employers
- Description of work experiences

You will use your practicum (LIB 206) course to polish and perfect your portfolio and to present it to your LIB 206 instructor.

### **Purposes of a portfolio**

A portfolio demonstrates what you as an LTA graduate have learned and accomplished during your coursework. It can be used as:

- An outcomes assessment tool—to show what knowledge, skills, and abilities you gained during the course of the degree
- A tool for helping you evaluate your individual learning experience in relationship to your employment goals
- A way to prepare for the employment search and interview process
- A way to demonstrate evidence of your learning that you can share with prospective employers and four year colleges for the purpose of transfer.
- A way to empower yourself to be responsible for your own learning

### **Your LTA portfolio should be:**

- Representative of your knowledge, skills, and abilities
- Helpful in assessing your growth
- Helpful in planning for your future goals

## **The LTA portfolio should include:**

*Collected as you go through your course work and time at Ivy Tech:*

- Evidence of your competencies (a list of suggest assignments to be included in this area follows)
- Representative samples of work done in each class at Ivy Tech State College
- Anything else done at the College that would demonstrate any of the competencies/outcomes listed later in this document under Program Competencies and General Education Outcomes
- Conferences, workshops, or similar relevant events attended
- Certifications, awards, volunteer work experience, etc.
- Letters of acknowledgement and praise for work done

*Written or collected towards the end of your time at Ivy Tech or during your final semester as you compile your final product.*

- Table of Contents
- Introduction—tell the purpose of your portfolio
- Your philosophies and goals in the library field
- Your resume
- A transcript of your Ivy Tech courses and grades (and other relevant college course work)
- Your autobiography

## **Mechanics:**

- Label items and explain why you included them (what is significant about the item and what graduate competency does this assignment address?)
- Make it self-explanatory
- Make it neat, organized, and free from typographical errors (This is your chance to demonstrate these skills to a prospective employer.)
- Place it in a neat folder or 3-ring binder (preferable) and use page protectors if possible

## **When and how is the portfolio developed:**

- It is developed throughout your college career (Start saving your work and ideas now!)
- Each LTA/LIB class will suggest which assignment(s) you should include
- Your portfolio will be finally compiled and organized and presented in LIB 206, your Practicum experience.

## **Course by Course Required Portfolio Contents**

### **LTA Courses**

The following are suggestions for each LTA/LIB course. In addition to these suggested contents, you will want to include the items mentioned above under The "The LTA portfolio should include section."

*Suggested assignments from each LIB course, submitted by LTA faculty, will be added here.*

*LTA Program competencies (KSA's) and objectives will be added as developed.*

### **Suggested Material to Use from General Education Courses**

- Copies of papers and assignments completed that demonstrate your mastery of the subject matter in the course
- A one page typewritten paper discussing what skills and general education graduate competencies/outcomes were met by taking the course. (List of general education outcomes is on [page 3](#).)

**Ivy Tech Community College  
General Education Outcomes  
Approved May 2007**

- 1) Demonstrate critical and creative thinking.
- 2) Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
- 3) Recognize and understand social, political, civic, and environmental responsibilities relative to our society
- 4) Apply basic scientific concepts in a variety of settings.
- 5) Communicate effectively in written, oral and symbolic forms
- 6) Exhibit quantitative literacy.
- 7) Apply ethical reasoning.
- 8) Demonstrate the acquisition and use of information.