

## Learning Portfolio Instructions

A Learning Portfolio is self-directed, independent study about a subject that is relevant to a staff member's position/job that is approved by their supervisor and the Staff Development Coordinator/Human Resources Manager of their library system where there is no formal course or readymade instruction available for the person to learn/acquire the knowledge on that subject.

The **Division of Library Development and Services of the Maryland State Department of Education** monitors the certification of Maryland public librarians and public library associates.

Each public librarian and library associate is required to earn 6 semester hours of credit, or 90 clock or contact hours every five 5 years. To renew their certification, each public librarian must submit a record of their earned continuing education activity. To meet the education and training requirements, public library associates need to do the same.

**If a learning portfolio will be used to gain continuing education credit, please complete this form and attach it to the Official Record of Earned Continuing Education Activity (previously named Official Record of Earned Continuing Education Units).**

***Part I – Please document what you plan to do for your learning portfolio and get it approved before you begin your portfolio.***

***Name of Activity:***

***Learner Data:*** Please include your full name (first and last) and Library System

***Topic Name and Description:***

***Topic Name:*** Please include a topic name for this portfolio. **DO NOT** include the words "Learning Portfolio". It will be used on the Official Record of Continuing Education Activity form as the "Name of Activity", just like the title of a workshop. Topic Name example: "Seed Libraries in Public Libraries"

***Topic Description:*** Provide a short description of what you want to learn about and why. Please be clear about what learning need you are addressing. How does it fit into your current job/professional development? If there is a particular competency you are addressing, please state it.

***Start and Completion Dates:*** When will you begin your learning? When do you anticipate completing your learning?

***Learning Objectives:*** Define what you want to learn in measurable terms that demonstrate what you will learn. (Begin each objective with an active verb like discuss, apply, design, develop, demonstrate, conclude. Please include a quantity or quality measurement. For example, "Demonstrate five sign language sentences correctly using American Sign Language". For more verbs, see:

<http://www.clemson.edu/assessment/assessmentpractices/referencematerials/documents/Blooms%20Taxonomy%20Action%20Verbs.pdf>

**Anticipated Number of Contact Hours:** Estimate how long you think learning about this topic will take. A minimum of 1 hour and a maximum of 20 hours can be counted towards continuing education credit. The total number of actual hours will be obtained from the Learning Portfolio Resources and Activities Log that you will use to track your hours. You may complete multiple learning portfolios during the five year period for a maximum of 40 total hours from Learning Portfolios during the period.

**Resources and Activities:** List the resources and activities you plan to utilize. Be as specific as possible. It is okay to discover different resources and activities to use as you work through the portfolio process. You will document these on the Learning Portfolio Resources and Activities Log as you complete your portfolio.

**Feedback Plan:** Please describe how you plan on getting feedback about what you are learning. You will need to get feedback from someone who has expertise or experience in what you are learning about. Feedback from more than one source can be helpful. This can be from a supervisor, mentor, experienced peer, expert, or community of practice (including online communities). You may plan to complete a project and get feedback.

**Part II – Learning Portfolio Completion (After you get approval, please document your process and then get approval for your completion, including the total number of contact hours).**

**Activities and Resources Log:** Please use the attached log form to document your activities, resources and hours.

**Reflective Summary:** Please summarize what you have learned. What feedback have you gotten? Please document obtained feedback (from supervisor, mentor, peer expert, community of practice, etc.) by either describing it here or attaching documentation to this form. What did you learn? How can you use what you have learned to benefit your library/library customers? Also, if applicable, please list where you have communicated reflections (examples: participating in collaborative communities, blog posting, library staff, committee or team meeting, etc).

### **Evaluation**

Please write a few sentences about your experience completing your learning portfolio. Was the process helpful? Is there anything you would change about the process?

**Part I – Learning Portfolio Plan**

Name of Learner:

Library System:

Topic Name and Description (including why you want to learn about this topic):

Expected Start Date:

Expected Completion Date:

Learning Objectives:

Anticipated Number of Contact Hours:

Resources and Activities:

Feedback Plan:

Learning Portfolio Plan Approval:

\_\_\_\_\_  
Name of Supervisor (Print and Sign) \_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Staff Development/Human Resources Officer (Print and Sign) \_\_\_\_\_  
Date

**Part II – Learning Portfolio Completion**

Activities and Resources Log: *Please see attachment*

Reflective Summary:

Evaluation:

Learning Portfolio Completion Approval:

Total Number of Completed Contact Hours: \_\_\_\_\_

**Please remember to complete the Official Record of Earned Continuing Education Activity (Previously named Official Record of Earned Continuing Education Units (CEU form)) and attach this form with all documentation.**

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Name of Supervisor (Print and Sign)

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Date

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Name of Staff Development/Human Resources Officer (Print and Sign)

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Date

**Learning Portfolio Attachment – Activities and Resources Log**

*Please document your activities and resources here.*

Date	Time Started	Time Ended	Total Time	Activities/Resources (Please cite source for resources)

**Total Time = \_\_\_\_\_**