Guidelines for Spring 2020 Portfolio Presentations

In light of UCLA's shift of academic functions to remote participation, all Spring 2020 MLIS portfolio presentations will be conducted virtually. We understand that this will require students to make some adjustments in presentation formats and we will certainly take that into account in panel assessments.

Schedule:

Portfolios will be presented on Thursdays and Fridays in May and will be scheduled by the IS staff. The final schedule will be emailed shortly after the submission deadline on April 24th

Basics

1) We will rely on ucla.Zoom. Requirements for and instruction in using Zoom are available at: https://humtech.ucla.edu/computing-support/help-documentation/zoom-video-conferencing/
2) Faculty panel chairs are responsible for setting up and convening the Zoom sessions.
3) All faculty and professional participants are responsible for ensuring they have access by computer workstation to ucla.Zoom.
4) If a student is unable to participate through Zoom on account of access, accessibility or bandwidth issues and requests accommodations, phone participation will be allowed and/or other accessibility accommodations will be arranged in consultation with the appropriate Campus offices.
5) As is our usual practice, all faculty who are not on leave are expected to be available to participate in portfolio panels for their advisees and other students.
6) Faculty and professional members will participate via Zoom or in accordance with any special accommodations that have been established.

The CCLE Site for Portfolio Materials

1) A CCLE site--IS Portfolio--will be set up to accommodate portfolios. The site will have a PORTFOLIO designation within which will be DISCUSSION sections (to facilitate email communication and Zoom invitations).
2) The PORTFOLIO area will be used for posting portfolios.
3) To avoid confusion, each STUDENT should label their own portfolio according to this pattern:
   a. LASTNAME_FIRSTNAME_ADVISOR
4) EACH individual portfolio panel will have its own Discussion Section designation on the CCLE site accessible to panelists, student participants, and other students who wish to attend that portfolio panel. The discussion sections will be identified by the TIME and DATE of the panel.
5) Submitting students will have editing access to the site. They will be expected to POST their portfolios in PDF format or via a url (see *note below) by the deadline of Friday, April 24th.
6) Once the panels have been organized, faculty and professional committee members will be expected to read through the portfolios for their sessions. They will have to search the PORTFOLIO site using the "Show All" materials to locate the work of students in their panels.
7) Students using the electronic portfolio option must supply a url or other access information.
8) *note: PDFs should be generated using the "best for electronic distribution" setting (from Word) or other low-resolution for screen settings.

ZOOM presentations

1) No later than twenty-four hours before the portfolio panel, the faculty CHAIR of each panel will send a Zoom meeting invitation to the students, professional members, and fellow faculty. This can be done as soon as the portfolio schedule is determined. It is the responsibility of the faculty chair to be sure the meeting is set.
2) Student presenters may use PowerPoint, Prezi, or any other presentation modes on their own equipment, but they may also opt for a purely oral presentation, or other mode that is standard in their professional community.

If students want to invite visitors, they MUST let the panel chair know 24 hours ahead of time. Visitors must stay for the entire panel, as in face-to-face conventions, not come and go from the meeting.

3) Students using digital materials (PowerPoint or other) in their presentations will use the ShareScreen option to make these materials viewable in real time by the panelists and audience. Conveners are reminded that they must turn off their own Share Screen to allow the student to do this. (Note: Please place laptops on a table hard surface, rather than a lap, to keep image steady and distractions at a minimum.)

4) Presentations will follow the standard in-person format: 15-20 minutes of oral presentation by the student, 10 minutes of questions and conversation.

5) At the end of all student presentations (four to five per session), the students will leave the meeting.

6) Faculty and professional colleagues on the panel will assess the students' work.

7) The convening faculty member will complete the assessment form for each student in the session.

8) ASSESSMENTS are PRIVATE COMMUNICATIONS and should be sent directly to the individual student as well as to Michelle Maye.

THANK YOU ALL for your engagement in this important process during this difficult time.