MARA 289 e-Portfolio – Statements of Core Competency Rubrics

A satisfactory statement of competency will meet all the specific **content** and **universal** criteria listed below. A statement that does not meet all the criteria is unsatisfactory and will require revision.

MARA Core Competencies

A. Articulate the ethics, values, and foundational principles of archives and records management professionals and appreciate the important role record keepers play in social memory and organizational accountability
B. Recognize the social, cultural, and economic dimensions of records, recordkeeping, and records use
C. Understand the evolution of information recordkeeping systems in response to technological change
D. Have expertise in the basic concepts and principles used to identify, evaluate, select, organize, maintain, and provide access to records of current and enduring value
E. Understand the system of standards and structures endorsed and utilized by the recordkeeping professions, particularly in the areas of electronic records and digital assets management
F. Apply fundamental management theories and principles to the administration of records and recordkeeping organizations
G. Know the legal requirements and ethical principles involved in records management and the role the recordkeeper plays in institutional compliance and risk management
H. Be conversant with current information technologies and best practices relating to records preservation and security
I. Understand research design and research methods and possess the analytical, written, and oral communication skills to synthesize and disseminate research findings
J. Identify ways in which archivists and records managers can contribute to the cultural, economic, educational, and social well being of our global communities. *(effective for inclusion in e-Portfolios for Spring 2015 admits and forward)*

Specific Content Criteria: Specific to each Competency A-J

Core Competency A: Articulate the ethics, values, and foundational principles of archives and records management professionals and appreciate the important role record keepers play in social memory and organizational accountability

A satisfactory statement of competency:
- addresses both parts of this competency
- demonstrates the author's awareness of and ability to articulate selected ethics, values, and foundational principles in relation to ARMA and SAA (or other professional organization) codes of ethics.

- demonstrates an understanding of the complex issues regarding the promotion of access to information, freedom of information and privacy.

Core Competency B: Recognize the social, cultural, and economic dimensions of records, recordkeeping, and records use

A satisfactory statement of competency:
- Explains what social, cultural, and economic dimensions of records, recordkeeping, and records use means.
- Offers one example of each of the three dimensions.
- Describes how at least one of these dimensions may differ based on the type of record keeping organization involved (e.g., archive, museum, records center). (compare at least two organizations)

Core Competency C: Understand the evolution of information recordkeeping systems in response to technological change

A satisfactory statement of competency:
- demonstrates the author's knowledge of current and emerging information and communication technologies
- articulates an understanding of how different technologies could be applied in RIM work settings.
- articulates and shows an understanding of different ways to provide access to authentic and reliable records.
- demonstrates an awareness of design principles for recordkeeping systems
- demonstrates the author's ability to evaluate components of a recordkeeping system

Core Competency D: Have expertise in the basic concepts and principles used to identify, evaluate, select, organize, maintain, and provide access to records of current and enduring value

A satisfactory statement of competency:
- addresses each part of this competency, articulating and discussing the principles of appraisal, arrangement, description, access and advocacy
- demonstrates the author's specific knowledge and understanding of each principle.

Core Competency E: Understand the system of standards and structures endorsed and utilized by the recordkeeping professions, particularly in the areas of electronic records and digital assets management

A satisfactory statement of competency:
- demonstrates knowledge and understanding of the basic principles and industry standards involved in managing and organizing records in physical and electronic environments.

- shows an awareness of the different RIM standards

Core Competency F: Apply fundamental management theories and principles to the administration of records and recordkeeping organizations

A satisfactory statement of competency:
- demonstrates the author's understanding of management theory for both physical and digital content.

Core Competency G: Know the legal requirements and ethical principles involved in records management and the role the recordkeeper plays in institutional compliance and risk management

A satisfactory statement of competency:
- demonstrates the author's understanding of the legal, ethical and risk management principles in managing records.
- focuses on the role of compliance when managing and evaluating records and archival programs or services.

Core Competency H: Be conversant with current information technologies and best practices relating to records preservation and security

A satisfactory statement of competency:
- specifically addresses the two parts of the competency
- demonstrate proficiency in identifying, using, and evaluating current and emerging information and communication technologies for long term record preservation.
- demonstrates the author's understanding of the concept of information security and privacy

Core Competency I: Understand research design and research methods and possess the analytical, written, and oral communication skills to synthesize and disseminate research findings

A satisfactory statement of competency:
- articulates an understanding of qualitative and quantitative research methods.
- demonstrates the author's ability to evaluate and synthesize research literature.
- shows the author's understanding of how research can be applied to RIM
- articulates why these skills are important to RIM professionals for professional collaboration and presentations.
- demonstrates the author's oral and written communication, collaboration, and presentation skills and experience.

Core Competency J: Identify ways in which archivists and records managers can contribute to the cultural, economic, educational, and social well being of our global communities. *(effective for inclusion in e-Portfolios for Spring 2015 admits and forward)*

A satisfactory statement of competency:

- Demonstrates the ability to consider issues from a global perspective (examples must relate to impact "outside of the country in which you currently reside").
- Demonstrates the ability to apply international standards and practices within the discipline or professional area.
- Demonstrates an appreciation for the relationship between the chosen field of study and professional traditions of other countries.
- Demonstrates an appreciation of the diversity of language and culture.

Universal Criteria: Applicable to all Competencies A-J

Organization:

The statement of competency essay is clearly organized, with an introductory paragraph or section, evidence paragraphs, and a conclusion.

- Each paragraph has an internal structure, with a topic sentence, supporting sentences, and transitions between ideas

- The author has made it clear (through file-naming conventions, placement on the page, direct links, etc.) which artifact is associated with which evidence section.
- Content:

- The competency is defined, with each part of the competency explained thoroughly and specifically, including why it is important to the author as a professional and to the profession as a whole.

- The evidence presented includes at least one (if unusually relevant or strong), and no more than three artifacts that, taken together, demonstrate the full range of skills and knowledge addressed in the competency. If discussion posts are used, two different discussion topics equates to one substantive piece of evidence. The same piece of evidence may be used for no more than two competencies.

- Each evidence paragraph begins with a topic sentence that includes the name of the artifact (including the filename or a direct link to the artifact file so that it is clear which artifact is associated with which explanation) and the class or experience in which this artifact was created.

- Each evidence paragraph or section contains an argument that connects the artifact directly to the competency, making a strong case for why the selected artifact is a clear demonstration of the author's understanding of the particular competency and of the author's skills and abilities with regard to that competency.

- The conclusion paragraph or section is at the end of the competency statement and suggests how the author will apply this knowledge in the future.

Content:

The following questions must be addressed for each competency:

1) What do you understand this competency to mean?

2) What course assignments or other work products are you submitting as evidence of your mastery of this competency?

3) Which source(s) or class(es) is your evidence drawn from?

4) Why did you select these particular work products as evidence for your mastery of this competency?

5) How do your selections show not simply learning but also application?

6) What have you learned?

Writing:

The competency statement displays a mastery of the conventions of written English, as demonstrated by appropriate spelling, usage, punctuation, and grammar.

If necessary, the competency statement includes appropriate references to the published literature to support the author's points.

If included, the in-text citations and reference list are appropriately formatted using a standard citation style, such as APA.