

MARA 289 e-Portfolio – Statements of Core Competency Rubrics

Effective Fall 2020

MARA students must submit a statement of competency that includes 3 sections: 1) ***an Interpretation*** in your own words of the competency statement (this is where the content criteria below belongs), 2) ***Supporting Evidence*** of mastery of each competency (3 pieces for each comp—1 of which may be a discussion thread), and 3) a ***Conclusion*** that explains how mastery of this competency has/does help you in your current position or will influence your professional practice in the future. Note: one piece of evidence may be used for now more than 2 different competencies.

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.

Specific Content Criteria: Specific to each Competency A-J

Core Competency A: Articulate the *ethics* and *values* of archivists, records managers, and/or information professionals and discuss their role in *social memory* and *organizational accountability*.

A satisfactory statement of competency:

- Addresses all parts of this competency (see terms in italics).
- Demonstrates the author's awareness of and ability to articulate selected ethics, values, and foundational principles in relation to ARMA, SAA (or other professional organization) codes of ethics.
- Demonstrates an understanding of the complex issues regarding the promotion of access to data, information, and records, including the tension between open access (e.g., freedom of information) and privacy.

Core Competency B: Explain the *social*, *cultural*, and *economic* dimensions of *data*, *records*, and *information* use.

A satisfactory statement of competency:

- Addresses all parts of this competency (see terms in italics).
- Explains what social, cultural, and economic dimensions of data, records, and information 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 organization involved (e.g., archive, community/cultural archives, museum, records center, government agency, business organization) (compare at least two organizations).

Core Competency C: Describe the evolution of systems that manage *data, information, communication, and records* in response to technological change.

A satisfactory statement of competency:

- Addresses all parts of the competency (see terms in italics).
- Demonstrates the author’s knowledge of current and emerging information and communication technologies.
- Articulates an understanding of how different technologies could be applied to manage data, information, communication, and records.
- Demonstrates the author’s awareness of design principles for systems that manage data, archives, records or information and ability to evaluate components of an such systems.
- Demonstrates an understanding of different ways to provide access to authentic and reliable records.

Core Competency D: Apply basic concepts and principles to *identify, evaluate, select, organize, maintain, and provide access to physical and digital information assets*.

A satisfactory statement of competency:

- Addresses all parts of this competency (see terms in italics).
- Articulates and discusses the principles and practices related to one of the following domains: data management, archival practice, records management, or information governance.
 - Once you select one domain, be sure to touch on specific aspects as follows:
 - Data Management – include data creation, processing, analysis, preservation, access, and reuse
 - Archival Practice – be sure to include appraisal, arrangement, description, access and advocacy
 - Records Management – be sure to include creation, distribution, active storage, inactive storage and retention, disposition, archiving.
 - Information Governance – be sure to include creation and use; storage and security; retention and archives; disposition; and information holds/discovery.

Core Competency E: Identify the *standards and principles* endorsed and utilized by data, archives, records, and information professionals.

A satisfactory statement of competency:

- Addresses all parts of this competency (see terms in italics).
- Explains the difference between “de jure” and “de facto” standards, providing examples of each.

- Describes the similarities and differences of national and international standards related to one of the following: data, archives, records, or information governance/information assurance.
- Demonstrates knowledge and understanding of the basic principles and industry standards involved in managing and organizing records in physical and electronic environments.

Core Competency F: Apply *fundamental management theories* and *principles* to the administration of data, archives, information, or records programs.

A satisfactory statement of competency:

- Addresses all parts of this competency (see terms in italics).
- Identifies at least two fundamental management theorists and their theories and describes the advantages and disadvantages of each.
- Describes the application of current management theory to both physical and digital content.

Core Competency G: Describe the *legal requirements* and *ethical principles* involved in managing physical and digital information assets and the information professional's role in *institutional compliance* and *risk management*.

A satisfactory statement of competency:

- Addresses all parts of this competency (see terms in italics).
- Demonstrates the author's understanding of the legal and ethical principles involved in managing physical and digital information assets (data/ records/ information).
- Focuses on the role of the information professional in the organization's risk management and compliance efforts.

Core Competency H: Describe current information technologies and best practices relating to the *preservation*, *integrity* and *security*, of data, records, and information.

A satisfactory statement of competency

- Addresses all parts of this competency (see terms in italics).
- Articulates the author's understanding of protecting the integrity of physical and digital information assets.
- Demonstrates the author's understanding of the concept of information security and privacy.
- Demonstrates the author's ability to identify, use, and evaluate current and emerging information technologies for long-term preservation.

Core Competency I: Demonstrate an *understanding of research design and research methods* and the *analytical, written, and oral communication skills* necessary to synthesize and disseminate research findings.

A satisfactory statement of competency

- Addresses all parts of this competency (see terms in italics).
- Articulates an understanding of qualitative and quantitative research methods.
- Demonstrates the ability to evaluate and synthesize research literature.
- Shows the author's understanding of the application of research methods to records and information management.
- Demonstrates the author's oral and written communication, collaboration and presentation skills utilizing current communications technologies.

Core Competency J: (For students entering from Spring 2015 forward) Describe global perspectives on effective information practices that are supportive of cultural, economic or social well-being.

A satisfactory statement of competency:

- Demonstrates the ability to consider issues from a global perspective.
- Shows the ability to apply international standards and practices within the discipline or professional area.
- Demonstrates an appreciation of the relationship between the chosen field of study and professional traditions elsewhere.
- Demonstrates appreciation of the diversity of language and culture