

# Template Outline for E-Port

[Document of all E-port Links/Hints/Tips Document with individual comp hints listed on page 2:](#)

Each Statement of competency must include

- a. Definition and why it's important
- b. Coursework/work that prepared my understanding
- c. How evidence demonstrates competency
- d. How this knowledge transfers to work/different environments

## Comp:

Comp [Hint/Criteria from handbook:](#)

## Outline “At A Glance”:

1. The Competency copy and pasted.
2. Introduction
3. Abstract of the entire comp (written at the end of each rough draft)
4. Theory Comp Essay Body Paragraphs
5. Evidence
6. Conclusion
7. References

## Rough Draft Title Here:

*Comp Copy and pasted here!*

## Introduction

# Abstract of this Statement of Competency

STATEMENT OF COMPETENCY consider including the following:

- *What you understand the competency to mean — define it and explain why it is important to the profession as a whole.*
- *What coursework/work experience prepared you for understanding and being able to perform the competency — how you chose the evidence you are presenting to demonstrate your preparation.*
- *How each piece of evidence presented demonstrates your competency and the skills and knowledge you learned.*
- *How you are able (know how to, or can) apply/transfer your skills and knowledge in the future to different [work] situations or environments*

## Theory Section: Comp Essay (500 word minimum)

- Theory Broken down by what the comp requires
- Most examples have 2-3 paragraphs with this content. Take notes on these bullet points then make it into a paragraph summary.

## Evidence (500 word minimum)

1. Evidence 1
  - a. Description
  - b. Justification
  - c. Artifact (hyperlink here)
2. Evidence 2
  - a. Description
  - b. Justification
  - c. Artifact (hyperlink here)
3. Evidence 3
  - a. Description
  - b. Justification
  - c. Artifact (hyperlink here)

*For each of your three or more artifacts, provide both a description and a justification:*

*A. Your description will explain the artifact itself clearly.*

*B. Your justification is the part that clearly explains how each of your artifacts connects to the competency and supports your accomplishment of that competency.*

**There are also two main components to your evidence section for each competency:**

1. *Discuss what coursework/work experience prepared you for understanding and being able to perform the competency.*
2. *For each of your three or more artifacts, provide both a description and a justification:*
  - A. *Your description will explain the artifact itself clearly.*

*B. Your justification is the part that clearly explains how each of your artifacts connects to the competency and supports your accomplishment of that competency.*

*In your justifications you need to show specifically how the artifact demonstrates that you are competent in this area. Please note:*

- *Describing your pieces of evidence without explaining specifically WHY you selected them and HOW they justify that you are competent in this area will not be satisfactory.*
- *For example, you might have a topic sentence at the beginning of one of your evidence paragraphs as follows, "My first piece of evidence to show my mastery of competency B is my internship report for LIBR 294 (comp-b\_internship.doc)." Then describe the relevant content of the artifact, and then make a clear and convincing argument regarding how this artifact proves that you are competent in this area*
- *For group projects, please be sure you explain what your role/responsibility within the group was. You need to be clear which parts of a particular piece of evidence were your responsibility.*

## References

# Copy of Possible Other References "The Pool"

(taken from prior work I might want to include if I feel like my theory section is minimal and I need more sources without having to do new research)