

**MISSOURI STATE UNIVERSITY
COUNSELING PROGRAMS**

ADVISOR PORTFOLIO COVER SHEET

(one copy to be kept in student's permanent file after portfolio completion noted for student release for graduation and data entered for program assessment purposes)

Student name: _____ Bear Pass # _____ Date: _____

Advisor name: _____ Expected Graduation Date: _____

I: PROFESSIONAL Complete

	Resume/Vita
	Employment Cover Letter
	Professional Memberships

II. ACADEMIC

ADVISOR Instructions:

In the shaded column on the right rate the student's folio on each of the core curricular areas
5 = Knowledge learned and/or skill demonstrated and integrated into the comprehensive practice of counseling.
4 = Knowledge or skill learned and understood at an intellectual level, lacking in consistent demonstration.
3 = Knowledge or skill learned however no evidence of demonstration or integration
2 = Knowledge or skill only marginally gained.
1 = Only minimal evidence of knowledge gained.
0 = Knowledge or skill not learned or demonstrated.
N/A = program specialty areas not pursued by student (SC or CMHC)

COMPS (CPCE)
SCORE

PROGRAM OBJECTIVE AREA

1. PROFESSIONAL COUNSELING ORIENTATION AND ETHICAL PRACTICE		
2. SOCIAL AND CULTURAL DIVERSITY		
3. HUMAN GROWTH AND DEVELOPMENT		
4. CAREER DEVELOPMENT		
5. COUNSELING AND HELPING RELATIONSHIPS		
6. GROUP COUNSELING AND GROUP WORK		
7. ASSESSMENT AND TESTING		
8. RESEARCH AND PROGRAM EVALUATION		
9. SPECIALIZATION: SC or CMHC		X

III. DEVELOPMENTAL:

Complete

Comprehensive Exam Report				
Summary Table of CTPA Scores				
Copies of CTPA's in chronological order				
Summary Table of Dispositions Assessments				
Copies of Assessment of Dispositions in chronological order				
	Cumulative Total Direct Hours	Cumulative Total Indirect Hours	Grand Total Hours	
Practicum Summary of Services and Cover Sheet				
Internship Summary of Services and Cover Sheets (in Chronological Order)				

Initial Advisor signature of progress during COU 765: _____ Date: _____

Final Advisor Approval signature: _____ Date: _____

CTPA SUMMARY TABLE

Student name:							
	COU 711	Practicum midterm	Practicum final	Internship 1 midterm	Internship 1 final	Internship 2 midterm	Internship 2 final
Semester/year (ex: FA/17)							

Client Interaction Skills

1. Accuracy of paraphrasing and reflection							
2. Use of feeling words (accuracy, variety, and depth).							
3. Poignancy of responses; responses specifically tailored to clients' implied meanings							
4. Brevity, tolerance of silence and/or timing of responses							
5. Responses on "leading edge" of client message							
6. Questions, if asked, are appropriate, open-ended, and used sparingly							
7. Maintains appropriate boundaries (not overly responsible or disengaged)							
8. Appropriateness of nonverbal behaviors and affect displayed.							
9. Recognizes and utilizes countertransference							
10. Immediacy and process responses							
11. Interpretations, hypotheticals, and/or directives, if used, are appropriate							
12. Forms quick, solid working alliances with children and adults							
AVERAGE (EACH COLUMN)							

CTPA SUMMARY TABLE (con't)

Learning and Professional Skills

Student name:	COU 711	Practicum midterm	Practicum final	Internship 1 midterm	Internship 1 final	Internship 2 midterm	Internship 2 final
Semester/year (ex: FA/17)							
13. Critical and/or creative thinking skills							
14. Relationships with staff, peers and professionals							
15. Conceptualizes cases, human problems and strengths							
16. Responsiveness to supervision; motivation to learn							
17. Ethical conduct and a working knowledge of ethical codes							
18. Awareness of privilege and one's own multicultural biases							
19. Assumes complexity to understand diverse clients' worldviews							
20. Contributions based upon understanding of school or site culture							
21. Use of micro-skills and tape review							
22. Initiative, self-care, meta-cognitive, and personal process skills							
23. Use of emotional reactivity in relationships							
AVERAGE (EACH COLUMN)							

DISPOSITIONS ASSESSMENT SUMMARY TABLE

Student name:	COU 711	Practicum midterm	Practicum final	Internship 1 midterm	Internship 1 final	Internship 2 midterm	Internship 2 final
Semester/year (ex: FA/17)							
Disposition 1: Unconditional Positive Regard							
Disposition 2: Compassion and Empathy							
Disposition 3: Integrity							
Disposition 4: Facilitative							
Disposition 5: Personal Responsibility and Professional Growth and Development							
Disposition 6: Modeling							
AVERAGE (EACH COLUMN)							

