

MISSOURI STATE UNIVERSITY
COUNSELING PROGRAMS
PORTFOLIO GUIDELINES beginning Fall, 2017
(Aligned with CACREP 2016 standards)

Introduction and Overview

The Counseling Portfolio is intended to provide a single source and unified picture of a student's development throughout their graduate career pertinent to their clinical and professional development, and includes specific documentation of CACREP 2016 competencies. As such, it contains key artifacts to reflect the student's growth and development as a professional counselor.

The structure of the portfolio notebook includes three major divisions:

- I. Professional
 - a. Current resume/vitae
 - b. Cover letter that might be used to pursue a professional position
 - c. Copies of professional memberships
 - d. Copies of professional liability information
- II. Academic:
 - a. Copy of degree plan (may have been developed in conjunction with your advisor, and/or may be found in DegreeWorks)
 - b. CACREP Competencies aligned with Program Objectives (includes eight sub-sections):
 - i. Each of the 8 program objective sections will contain signature assignments aligned with CACREP standards and assessing student's mastery. *If the student did not create the artifact in TaskStream, it may be uploaded and sent to advisor for approval.*
- III. Developmental
 - a. Comprehensive Exam Report
 - b. Practicum/Internships - *Summary of Services and Cover Sheets*
 - i. Practicum(s)
 - ii. Internships (x2)
 - c. Summary Table of Counselor-Trainee Progress Assessment (CTPA) Scores in the format provided
 - i. Copies of CTPAs in Chronological Order to serve as artifacts
 - a. Helping
 - b. Practicum (midterm & final)
 - c. Internship (midterm & final) (x2)
 - d. Summary Table of Dispositions Assessment Scores
 - i. Copies of Assessment of Dispositions in Chronological Order to serve as artifacts
 - a. Helping
 - b. Practicum (midterm & final)
 - c. Internship (midterm & final) (x2)
 - e. MoCA and MOSCPA results for school counselors
 - f. NCE Results for CMHC (if taken before graduation)

I. Professional

This section consists of (a) a current resume/vitae, (b) a cover letter that might be used in pursuing a professional position, (c) verifications of any professional memberships (eg., ACA, ASCA, MAPT), and (d) copy of your current professional liability information.

The format for your resume/vitae should include:

- name and current contact information (i.e., address, phone numbers, email address, etc.)
- education, beginning with your most recent degree (or one in progress) and working backwards
- work experience, beginning with most recent position and working backwards
- awards and other notable accomplishments

The cover letter should include information about the position desired (which can be factitious, if not currently applying for a position) and your presentation about your qualifications and why you are right for the position. Other pertinent information can be included, at the direction of your advisor. Utilize the career center (online and/or in person) and your career class (752) for help before submitting the resume/vita and cover letter.

Verifications of your professional association membership(s) (e.g., American Counseling Association, American School Counseling Association, Missouri Clinical Mental Health Association, Association for Play Therapy, etc.) should be included here. Furthermore, a copy of your current student professional liability insurance rider should also be included.

II. Academic

This section of the portfolio includes a copy of your degree plan that was developed in conjunction with your advisor and/or listed within DegreeWorks, and a demonstration of CACREP Competencies in 8 core curricular areas as well as the student's specialty area (SC or CMHC) evidenced by the provision of submitted artifacts (i.e. "Signature Assignments").

III. Developmental

This section of your portfolio is intended to reflect the growth of your clinical expertise as a counselor. To accomplish this task, you will need to include a copy of your Comprehensive Exam Report, a summary table of your CTPAs as well as copies of practicum and internship final *Summary of Services and Cover Sheet(s)* (signed, with total hours listed), and MoCA/MOSCPA and/or NCE (if you took one or all of these prior to graduation).

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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)							

CACREP Common Core Areas & Specialty Area	Assessment Point within the Program & Signature Assignment	Additional Assessment /Data Point	Skills assessment
1. PROFESSIONAL COUNSELING ORIENTATION AND ETHICAL PRACTICE	COU 702/703 <i>Ethical Dilemma Assignment</i>	COMPS (CPCE)	CTPA
2. SOCIAL AND CULTURAL DIVERSITY	COU 714 <i>Social/Cultural Diversity Final</i>	COMPS (CPCE)	CTPA
3. HUMAN GROWTH AND DEVELOPMENT	COU 707 <i>Human Growth and Development Final Project</i>	COMPS (CPCE)	CTPA
4. CAREER DEVELOPMENT	COU 752/754 <i>Career Autobiography</i>	COMPS (CPCE)	CTPA
5. COUNSELING AND HELPING RELATIONSHIPS	COU 751/COU 708 <i>Personal Theory/Final Theories Research Paper</i> COU 710/711 <i>Helping Relationships Skills Final</i>	COMPS (CPCE)	CTPA
6. GROUP COUNSELING AND GROUP WORK	COU 756 <i>Group Counseling Development Paper</i> COU 757 <i>Elementary Group Assignment</i>	COMPS (CPCE)	CTPA
7. ASSESSMENT AND TESTING	COU 724 <i>Psychological Autopsy Assignment</i> COU 753	COMPS (CPCE)	CTPA
8. RESEARCH AND PROGRAM EVALUATION	COU 794 <i>Professional Problems Survey or Program Evaluation Assignment</i>	COMPS (CPCE)	CTPA
9. SPECIALIZATION: SC CMHC	COU 702; COU 781/783 <i>IIR; Internship Summary Sheets; Performance Tasks</i> COU 703; COU 785 <i>Personal Philosophy Paper; Internship Summary Sheets; Mental Health Case Analysis;</i>	MoCA, MOCSPA NCE (if taken prior to graduation)	CTPA