

# **PORTFOLIO'S**

**Counseling Programs**

**SPRING 2022**

# WORKSHOP OBJECTIVES

- Understand different purposes of portfolios
- Situate portfolios within CACREP & Counseling program objectives
- Identify methods for organizing your portfolio

# WHY PORTFOLIOS

- Counselors in training need to demonstrate competencies in concrete ways
- Traditional measures of assessment do not capture range of abilities & applied Skills
- Portfolios are organized goal driven documentation of your professional growth
- Two kinds of portfolios: Working portfolios & presentation portfolios

# WORKING PORTFOLIO:

- Documents you have carefully selected to portray your professional growth in the counseling program
- Demonstrates mastery of professional standards with Artifacts as tangible evidence of attained competence
- What artifacts can you include in your portfolio?
  - Keep CACREP standards in mind & hold onto your work!
  - Embrace individuality within framework of standards
  - The same artifact may document more than one standard!
  - Select artifacts that show case your best work
  - Where feasible include graded items- but its not required

# WORKING PORTFOLIO CONTINUED:

- Artifacts for presentation portfolios should be preceded by a brief rationale for inclusion- a short paragraph with a brief explanation of how this assignment matches the standard it is being used to explain.

(An example could be – Counseling Program : Objective 2 -Standard 1 Ce and 2aC

The cultural genogram in my multicultural counseling class allowed me to explore my cultural awareness and identity development across my life stages. My racial, socioeconomic and religious positionality awareness has increased through peer exchanges in this course (and others) and enabled me to broaden my understanding of diversity, social justice and equity. It was an enjoyable presentation experience that enabled me to better understand how both background differences as well as similarities exist in our unique cultural experiences.)

# PRESENTATION PORTFOLIO

- Design presentation portfolio with your audience in mind
- Compiled to efficiently highlight strengths and professional competency for example in an interview setting.
- Streamlined document where less is more rule
- Choose artifacts that exemplify position or certification you are seeking
- Artifacts for presentation portfolios should be preceded by a brief rationale for inclusion- maybe a short paragraph

# CACREP

- The mission of CACREP is to promote the professional competence of counseling and related practitioners through the development of preparation standards; the encouragement of excellence in program development; and the accreditation of professional preparation programs
- CACREP programs attend to eight common core areas represent the foundational knowledge required of all entry-level counselor education graduates
  - (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, and (8) research and program evaluation

# BACKGROUND TO PORTFOLIO CHANGES

- 2016 standards call for more scientific methods for conducting systemic program evaluation
- Program evaluation measures the degree to which programs are meeting their program mission and objectives
- Counseling program has 8 program objectives aligned to CACREP standards
- There is an increasing need to generate meaningful data to determine if a program is meeting its goals
- Generation of data also supports a continuous improvement cycle



# RUBRICS

- A rubric is a coherent set of criteria for students' work that includes descriptions of levels of performance quality on the criteria. We have one for each standard!
- Useful tool beyond grades to assess student learning regarding specific objective
- We've developed 8 rubrics to assess student mastery on each of our 8 program objectives
- The portfolio may be stored on a flashdrive that you turn in or Tevera may include a shell/class space

# HOW TO SET UP YOUR PORTFOLIO

SECTION	TAB NAME	RUBRIC
Forward	Professional identity documents and brief statement	Rubric for Obj. 1
Section 1	Professional counseling orientation and ethical practice	Rubric 3
Section 2	social and cultural diversity,	Rubric 2
Section 3	Human growth and development	Rubric 3
Section 4:	Career development	Rubric 4
Section 5	Counseling and helping relationships	Rubric 5
Section 6:	Group counseling and group work	Rubric 6
Section 7:	Assessment and testing	Rubric 7
Section 8	Research and program evaluation	Rubric 8

# FORWARD: PROFESSIONAL IDENTITY

- **Create a forward section which may include the following documents:**
  - Resume/ CV
  - Memberships
  - Certificates
  - Professional Development trainings
  - Conferences
  - Professional Presentations
  - Brief written statement of your professional identity

# SECTION 1: PROFESSIONAL COUNSELING ORIENTATION AND ETHICAL PRACTICE- RUBRIC 1

- **Counseling Program Objective 1:** Students will develop a professional counselor identity consistent with respective credentialing for specialty area (e.g. licensure, certification) and demonstrate professional and ethical behavior consistent with professional codes of ethics in their interaction with fellow student/colleagues, faculty, and clients that values a developmental, strengths-based, wellness approach to helping clients enhance their quality of life.
- **CACREP domain:** PROFESSIONAL COUNSELING ORIENTATION AND ETHICAL PRACTICE
- **Associated Class:** Foundations
- **Suggested Documents/Assignments to Include:**
  - Advocacy Project
  - Program of Study
  - Professional Development Paper
  - Professional memberships
  - Article Critique Paper
  - Letter from Instructor (Spring 2016 Foundations students)
  - Final Evaluation from Instructor

# SECTION 2: SOCIAL AND CULTURAL DIVERSITY- RUBRIC 2

- **Counseling Program Objective 2:** Students will develop cultural knowledge, self-awareness, skills, and strategies for counseling and advocacy within a diverse community
- **CACREP domain:** (2) SOCIAL AND CULTURAL DIVERSITY
- **Associated Class:** Multicultural Counseling
- **Suggested Documents/Assignments to Include:**
  - Action Plans
  - Reaction Papers
  - Group Presentation
  - Case Conceptualization
  - Quiz/ Test Grades

# SECTION 3: HUMAN GROWTH AND DEVELOPMENT- RUBRIC 3

- **Counseling Program Objective 3:** Students will demonstrate an understanding of theory and practice as they relate to diverse developmental experiences across the lifespan and in diverse contexts and settings
- **CACREP domain:** (3) HUMAN GROWTH AND DEVELOPMENT,
- **Associated Class:** Life Span & Human Development
- **Suggested Documents/Assignments to Include:**
  - Short Topic Paper(s)
  - Observational Paper

# SECTION 4: CAREER DEVELOPMENT-

## RUBRIC 4

- **Counseling Program Objective 4:** Students will describe and apply a variety of career counseling theories, models, assessment, and techniques and how they apply to diverse populations in a global community.
- **CACREP domain:** (4) CAREER DEVELOPMENT
- **Associated Class:** Career counseling or Counseling in K-12 settings
- **Suggested Documents/Assignments to Include:**
  - Documents / Assignments to Include:
    - Case conceptualization paper
    - Group career center project
    - Midterm exam
  - **School students only**
    - Career counseling portfolio
    - Article Review
    - Advocating for career counseling in K-12 setting

# SECTION 5: COUNSELING AND HELPING RELATIONSHIPS- RUBRIC 5

- **Counseling Program Objective 5:** Students will demonstrate an ability to create an environment conducive to developing counseling relationships consistent with client goals and evidence based skills in assessment,counseling,case conceptualization,treatment planning,and documentation.
- **CACREP domain 5: COUNSELING AND HELPING RELATIONSHIPS**
- **Associated Class:** Clinical Techniques
- **Suggested Documents/Assignments to Include:**
  - Final counseling skills evaluation from instructor
  - Final tape packet documents with all potentially identifying information redacted
  - Journals (if using Tevera or flashdrive, upload as a single document)



# SECTION 6: GROUP COUNSELING AND GROUP WORK- RUBRIC 6

- **Counseling Program Objective** The students will understand principles of group dynamics, including group processing components, developmental stage theories, group members' roles and behaviors, and therapeutic factors of group work that include group leadership or facilitation styles and approaches and characteristics of various types of groups.
- **CACREP domain 6: GROUP COUNSELING AND GROUP WORK**
- **Associated Class:** Group Counseling
- **Suggested Documents/Assignments to Include:**
  - Psycho-educational Group Presentation
  - Paper on participating in a process group
  - Article Review
  - Viewing a community group paper
  - Evidence of passing grades on test/quizzes

# SECTION 7: ASSESSMENT AND TESTING- RUBRIC 7

- **Counseling Program Objective:** : The students will demonstrate ethically and culturally competent test and non-test assessment selection, administration, scoring, and interpretation skills related to academic/educational, career, personal, and social development, including risk assessment in a variety of settings.
- **CACREP domain 6: ASSESSMENT AND TESTING**
- **Associated Class:** ASSESSMENT
- **Suggested Documents/Assignments to Include:**
  - Assessment Report Assessment Report including as many as the following: Global Assessment of Functioning (GAF), Career Ability Placement Survey (CAPS), Self Directed Search (SDS), State-Trait Anxiety Inventory (STAI), CAGE or AUDIT, Beck Depression Inventory II, Work Improvement Locator, Wide Range Achievement-R4, Work Importance Locator, O\*Net Career Values Inventory.
  - Mid-Term Exam, Final Exam
  - Audiotape Administration
  - Test Presentation
  - Periodic quizzes

# SECTION 8: RESEARCH & PROGRAM EVALUATION

- **Counseling Program Objective 8:** The students will demonstrate the ability to identify, critically evaluate, and apply quantitative, qualitative, and mixed methods research to inform and evaluate counseling practice
- **CACREP domain 8:** RESEARCH AND PROGRAM EVALUATION
- **Associated Class:** Introduction to Educational Research (research) & Counseling Practicum (program evaluation)
- **Suggested Documents/Assignments to Include:**
  - Introduction to research
  - Practicum
    - Program evaluation planning sheet
    - Class presentation (e.g. PowerPoint, Prezi)