

**MARQUETTE UNIVERSITY
DEPARTMENT OF COUNSELOR EDUCATION
AND COUNSELING PSYCHOLOGY**

**CREATING A PORTFOLIO OF COUNSELOR EXPERIENCE
FOR THE MASTER'S PROGRAMS IN CLINICAL MENTAL HEALTH COUNSELING**

Portfolios are a collection of evidence or materials that demonstrate an individual's growth, development, and acquisition of knowledge and skills. Portfolio assessment can be used to measure students' growth over time, particularly in areas not covered by traditional academic measures. Another equally important goal of portfolios is to engage students in a continual process of self-reflection on their learning, something which this portfolio is also designed to do. These portfolios will also be used to help evaluate the effectiveness of our programs and will be examined by both internal and external evaluators and accrediting agencies. Some programs require a portfolio as part of the licensure application (including our School Counseling specialization), and virtually all professional licensure applications require documentation that program requirements have been successfully completed. Another purpose of portfolios is to help students prepare the documentation that they will need to begin their job search as they approach graduation. The portfolio described below is designed to support each of these purposes.

Because it is difficult or impossible to predict one's professional development over the lifespan, we strongly recommend that you keep this portfolio for the remainder of your careers. It is possible that you might apply for licensure in several states before you completely retire from professional work, and it may be necessary that you be able to document that you did indeed complete the various educational requirements that might be needed as part of those future licensure applications. For students interested in pursuing doctoral degrees, having access to course syllabi through your portfolio will be very useful.

Submission and Evaluation of Your Portfolio

The portfolio is an important component of our annual student review process. Students complete the COUN Student Annual Self-Evaluation Form (see the *Master's Program Handbook or the CECP website*) and then submit their Self-Evaluation and Curriculum Vita to their advisors via email. Students then meet with their advisors and review their portfolios before March 31st, after which the whole department faculty will review the progress of each student. Students should contact their advisors soon to schedule these appointments well in advance. Students should bring their portfolios to these individual meetings.

Security of Portfolio Materials

Students are to maintain the security of all confidential materials in the portfolio with the utmost care. All materials submitted which document your work with clients or students must be deidentified (i.e., all names, addresses, and other identifying information should be completely blocked out; see the departmental HIPAA Compliance Policy in your *Program Handbooks* for more information). To protect the confidentiality and anonymity of your clients, do **not** include copies of video- or audiotapes of your counseling in your portfolio.

CONTENTS OF THE PORTFOLIO

Portfolio development is an on-going process. In addition to these instructions, periodically course instructors and advisors will provide guidance on preparing the portfolio in various classes and in advisory meetings. Students are responsible for maintaining the portfolios and keeping the contents up to date.

The student may elect to use a three-ring binder and index Sections (or another organizing system) in preparing the portfolio. A copy of the Counseling Portfolio Index for your program is provided in Appendix A, and the index provides information that is to be included in your portfolio. Students should file the required materials under the appropriate section listed in the index. Within each section, file items in reverse chronological order (i.e., put the most recent item on top).

Section A. Curriculum Vita

General guidance on constructing a Curriculum Vita (CV) along with a sample can be found on the department website:

<https://www.marquette.edu/education/graduate/cecp-department-forms.php>

Place only the most recent versions of your cover letter and vita in this section.

Section B. Program Planning Form

New Master's students in the Department will meet with their academic advisors before the end of September of their first year in the Department to complete the Program Planning Form. At this time, students will discuss their plans for completing their degree requirements and decide which of the four specialization programs they intend to pursue. A copy of the signed form should be filed in Section B of the portfolio.

Section C. Student Annual Self-Evaluation Form and Department Evaluation Letter

Copies of the Student Annual Self-Evaluation Form (completed each spring semester) should be retained in Section C. This form includes important sections which ask students to reflect on their strengths and areas where growth or improvement would be helpful, as well as develop plans to reach their educational and professional goals. These sections, which should integrate the goals and self-assessments that are conducted for each semester of practicum that students complete, provide important opportunities for students to regularly reflect on their learning and development as professionals.

The summary evaluation letter received (usually in May) from the student's advisor and the department chair following the annual evaluation process should also be included in this Section. Both of these items should be retained for each year the student completes in the program.

Sections D – Y. Required Items for Academic Courses (except for the Sections for the COUN 6965/6986 practicum/internship courses)

Portfolio materials related to individual academic courses taken should be placed under the corresponding Section number for that course. If a particular course has been waived, place a copy of the approved course waiver form and a copy of the syllabus for the course originally

taken at the appropriate Section. If a course is not required in your particular specialization, there is no need to include a tab in your portfolio.

Place the following items for each academic course behind the appropriate Section:

- a. Course Syllabus
- b. The most important paper or project completed in that course, if there was one, with the professor's feedback on it (multiple smaller papers can be included if there was no major written assignment for that course). Examples of the primary forms of assessment for each course are provided on the Index.

Sections Z and AA. Required Items for Counseling Practicum (COUN 6965) and Internship (COUN 6986)

Items to be included for each semester of practicum/internship are listed in the course syllabus and include such items practicum/internship hour logs, internship learning agreements, supervision agreements, case presentations, and all supervisor evaluations (one of each of these items for each semester of practicum/internship). The Department keeps the original copies of most of these forms (with the exception of the case presentation), but it is important that students also keep copies of each of the items listed and file them as indicated.

Section BB. Professional Development Activities & Certifications

Included here are artifacts related to professional development activities that you engaged in as part of your preparation for your degree and your career. These might include materials documenting your involvement in various Graduate Student Organization activities, copies of certificates received for specialized training that was completed (conducted as part of practicum or during another part of the program); awards or letters recognizing professional contributions you made; brochures describing local, state or national conferences you attended; special items you developed at a practicum site such as program evaluations or lesson plans. Please also include a listing of department colloquia attended in this section.

Students in the Addictions specialization will apply for the SAC-IT at the end of the summer of their first year in the program. Copies paperwork submitted for the SAC-IT, a copy of the SAC-IT, etc. should be included in this section.

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MASTER'S IN CLINICAL MENTAL HEALTH COUNSELING PROGRAM

PORTFOLIO INDEX

- A** Curriculum Vita
- B** Program Planning Form
- C** Student Annual Self-Evaluation Forms and Department Evaluation Letters
- D** COUN 6000 Introduction to Counseling
- E** COUN 6003 Foundations in Clinical Mental Health Counseling
- F** COUN 6020 Life-Span Human Development
- G** COUN 6050 Research Methods in Counseling
- H** COUN 6030 Theories of Counseling
- I** COUN 6060 Psychopathology and Diagnosis
- J** COUN 6010 Professional Ethics and Legal Issues
- K** COUN 6150 Addictions Counseling
- L** COUN 6070 Assessment in Counseling
- M** COUN 6120 Group Counseling
- N** COUN 6040 Multicultural Counseling (*Include advocacy project poster)
- O** COUN 6080 Career Development and Counseling
- P** COUN 6130 Family Counseling
- Q** COUN 6220 Consultation Strategies

- R** COPS 6230 Psychopharmacology
- S** COUN 6400 Leadership and Administration of Mental Health Services
- T** COUN 6160 Counseling with Children and Adolescents
- U** COUN 6170 Trauma Counseling
- V** COUN 6180 Advanced Diagnosis and Treatment in Counseling
- W** Elective or Specialization Course
- X** Elective or Specialization Course
- Y** Elective or Specialization Course
- Z** COUN 6965 – Counseling Practicum (see additional index below)
- AA** COUN 6986 – Internship in Counseling (see additional index below)
- BB** Professional Development Activities & Certifications

INDEX OF COUN 6965 PRACTICUM AND COUN 6986 INTERNSHIP
PORTFOLIO ITEMS

- 1) COUN 6965/6986 Course Syllabus
- 2) Log of Practicum/Internship Hours (End of Term)
- 3) Supervisor Evaluation of Student for Practicum/Internship (Midterm)
- 4) Supervisor Evaluation of Student for Practicum/Internship (End of Term)
- 5) Case Presentation and Instructor's Evaluation (completed rubric)
- 6) Practicum/Internship Learning Agreement – initial.
- 7) Practicum/Internship Learning Agreement – revisited.

Note that all confidential client information must be thoroughly de-identified according to the departmental HIPAA Compliance Policy guidelines