Portfolio Documents; Updated 11/12/19

**Texas Woman’s University  
Department of Family Sciences  
Counseling and Development Portfolio Information and Requirements**

The portfolio is the capstone collection of assignments that demonstrate a student’s personal and professional growth, development, and acquisition of knowledge and skills. These assignments represent the work that has been done throughout the academic experience. It provides a holistic view of how the individual components (course, experiences, clinical experiences, etc.) combine to prepare students for entrance into the counseling profession. It is strongly suggested that students accumulate all the required assignments as they advance through the program. It will make the creation of the portfolio an easier task.

During the last semester of the academic program, students must register for FS 5931 with their academic advisors. Students assemble a professional notebook of required documents, including a table of contents and applicable tabs throughout, from the current portfolio list contained in this document. There are also two sets of questions that students must respond to – one set is reflective in nature and one set is evaluative. (See a list of the required questions at the end of this document.) Two copies of both sets of these questions must be included with the portfolio notebook. The completed portfolio notebook must be submitted to the student’s faculty advisor by that semester’s required date determined by the faculty. Failure to successfully complete this assignment and/or submit in on time to the faculty advisor may result in graduation being delayed for one semester. Therefore, careful attention should be given to this capstone project.

The faculty advisor will evaluate the portfolio according to the rubric in this document. If any documents are missing, students must submit them prior to the mandatory meeting with the counseling faculty, which is usually within two (2) weeks from the date of the portfolio submission. This meeting is scheduled for faculty members to meet with all graduating students (as a group) to engage in meaningful discussion related to the professional and personal growth throughout the students’ academic program. At the conclusion of this meeting, and after verification of a completed portfolio, the Counseling and Development faculty members will sign off on the final document indicating that the student has successfully satisfied the portfolio requirement of the program and is approved for graduation. This document is submitted to the Graduate School in preparation for graduation at the end of the semester.

The portfolio has academic requirements from each of the eight CACREP areas. Additional materials from other elective courses may be included for consideration at the discretion of the student, but are strongly recommended by the faculty. These additional assignments should reflect the student’s development and learning in these courses.

**Portfolio Requirements and Evaluation Rubric Section**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Required Activity** | | | **Sufficient** | **Deficient** |
|  |  | Orientation Certificate of Completion | | |  |  |
| FS 5003 | Lifespan Human Development | Observation Report (student’s choice) | | |  |  |
| FS 5143 | Addictions Counseling | Interview | (required for CMHC or dual track; optional for School track) |  |  |  |
| FS 5173 | Abnormal Behavior: Crisis, Impacts, and Treatments | Crisis Movie Paper | |  |  |  |
| FS 5303 | Professional Orientation and Ethics | Personal Values and Commitment to the Professional Helping Role reflection paper | | |  |  |
| FS 5313 | Counseling Theory and Practice | Research paper on personal theory (Maximum of 5 pages And minimum of 5 sources + books) | | |  |  |
| FS 5323 | Psychological Appraisal of Individuals | Full Assessment Report | | |  |  |
| FS 5353 | Clinical Diagnosis and Treatment Planning for Counselors | Treatment Plan (student’s choice) | | |  |  |
| FS 5453 | Counseling for Career Development | Personal Resume (students taking career prior to fall 2019)  Career Theory Application (students taking career Fall 2019 forward) | | |  |  |
| FS 5363 | Prepracticum | Professional Identity Reflections | | |  |  |
| FS 5373 | Group Counseling | Group Proposal Paper | | |  |  |
| FS 5364 | Practicum | Additional Section of personal theory paper (length 7-9 pages and 8 references) | | |  |  |
| FS 5443 | Multicultural Counseling | Ethnographic Reflection Paper | | |  |  |
| FS 5693 | Research Methods | Research Proposal | | |  |  |
| FS 5894 | Internship I | Additional Section of personal theory paper (length 9-11 pages and 14 references plus textbooks) | | |  |  |
| FS 5894 | Internship II | Case Conceptualization. Final refining of personal theory paper. | | |  |  |

**Section 2: Submit Assignment for whichever course is applicable to your degree plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Required Activity** | **Sufficient** | **Deficient** |
| FS 5053 | Applied School Counseling | Classroom Unit |  |  |
| FS 5493 | Clinical Mental Health Counseling: Ethics, Law, and Practice | Community Agency Proposal & Program |  |  |

**Section 3: Additional Portfolio Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Required Activity** | **Sufficient** | **Deficient** |
| No specific course | Reflection Questions | Demonstrates depth in reflections related to own personal and professional development. This self-assessment also demonstrations identification of professional goals and application of knowledge and skills. |  |  |
| No specific course | Evaluation Questions | This self-evaluation clearly demonstrates substantive evaluation related to own personal and professional growth throughout student’s time in the program. |  |  |

This portfolio has been reviewed and the requirements have been satisfactorily completed:

**Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reflection Questions** (All questions on both sections require answers.)

**Please limit your responses to a total of three typed double spaced pages for your “Portfolio Reflection” requirement. Please provide two copies.**

1. How does your theoretical orientation guide your practice during your training?
2. What do you consider to be your greatest area of development during your training?
3. What aspects of your training have been most useful for preparing you to be a counselor?
4. What aspects of your training have been least useful for preparing you to be a counselor?
5. What are your short term and long-term professional goals?
6. What experience(s) has/have provided you the most meaning as a counselor and/or student during your training?

**Evaluation Questions**

**Please limit your responses to a total of three typed double spaced pages for your “Evaluation Questions” requirement. Please provide two copies.**

1. What component(s) did you think best demonstrates your growth in the program?
2. What component(s) do you think best demonstrates your development and skills as a counselor?
3. What component(s) do you think best demonstrates your professional identity?
4. What component(s) do you think best demonstrates your knowledge and skills in your identified specialty area?
5. What component(s) would you like to have revised or changed?
6. What is your evaluation of the portfolio process and in what ways has it been or not been beneficial to you?