Professional Counselor Job Portfolio Process

All Clinical Mental Health and Clinical Rehabilitation counseling students are required to complete the Professional Counselor Job Search Portfolio. The M.S. in Professional Counseling Program at Mount Mary University utilizes the Job Search Portfolio as a method of developing, integrating, and assessing students’ ability to document competency in the core curricular areas outlined in the 2016 CACREP (Council for Accreditation of Counseling and Related Educational Programs) Standards. Portfolio contents will be placed in a 3-ring binder or similar professional display binder, clearly labeled with section tabs. To meet graduation requirements, students must submit the completed Professional Counselor Portfolio to their faculty advisor no later than the ninth Friday of the semester in which they intend to graduate (or spring semester for summer graduates).

Advisor Meeting

- Students are required to meet with their faculty advisor during the semester they are enrolled in CON 796 to discuss the Job Portfolio process, as well as discuss feedback from professors (via the PES scores and comments) for courses beyond their 18 credit self-evaluation. A focus of the meeting with the faculty advisor is for students to have a clear understanding of their strengths and growth areas, which are required to be discussed within the “Culminating Reflection” for the portfolio.
  - Students will obtain signed verification that they have met with their faculty advisor and submit that to their CON 796 instructor (this form is included in the CON 796 syllabus).

The Professional Counselor Job Search Portfolio functions as the final evaluative tool in students’ preparation as professional counselors in conjunction with necessary course work and internship experiences. Students will utilize the instructions in this document to guide them in completion of the portfolio. Individual items within the portfolio will be evaluated on a 3-point scale (See Appendix G for the Professional Counselor Job Search Portfolio Evaluation and Rating Form). Counseling faculty will review and evaluate portfolios and return them to students, with feedback, during the required Exit Interview process.

Exit Interview

In approximately the 9th week of students’ final semester (or spring for summer graduates), after the portfolio has been submitted for review, students are required to complete the Exit Interview form (See Appendix H) and schedule an in-person Exit Interview with their faculty advisor. The purpose of the exit interview is twofold: To provide the M.S. in Professional Counseling Program an opportunity to receive feedback from pending graduates regarding their experiences during their graduate work; and to provide a final opportunity for the advisor to give the student feedback on their preparation for work as a professional counselor. During the Exit Interview, the advisor will also return the portfolio and give the student feedback and commendations. All students are required to have an Exit Interview or they will not be permitted to graduate.
Portfolio Contents – Portfolio contents will include, in the following order:

A. Title/Cover page that includes, in this order:
   
   JOB SEARCH PORTFOLIO
   STUDENT’S NAME
   MOUNT MARY UNIVERSITY

B. Curriculum Vitae

C. Copies of all licenses/certifications etc.

D. Statement of Counseling Practice which consists of two parts:
   
   a. Brief paragraph discussing your intended professional goals and practice area(s)
   b. One page statement of your personal theory of counseling

E. Culminating Reflection
   
   i. Artifacts:
   
   a. Case conceptualization assignment from CON 796
   b. Two student chosen examples of coursework that reflects core competencies (see list of appropriate assignments later in this document)
   c. Signed Competency Rubric from CON 795
   
   ii. Reflection (See “Reflection” section below for requirements)

F. All site supervisor evaluations to date

G. Syllabi from all classes taken during your program of study

H. Summary sheet of practicum & internship hours – current/up to date

I. Signed Statement of Commitment to Ethical Practice (last page of this document)

J. Copy of the current ACA Code of Ethics

Reflection: The Culminating Reflection will follow the artifacts in section E. above. The reflection will be no less than 5 pages and not exceed 10 pages, and will contain the following:

1. a cover page with the name Culminating Reflection, Mount Mary University, and the date the reflection was completed (cover page is not part of the 5-10 pages)

2. Review the CACREP STANDARDS (http://www.cacrep.org/wp-content/uploads/2018/05/2016-Standards-with-Glossary-5.3.2018.pdf) and, within the reflection, link the general standards to the group of artifacts included. Further, reflect on the following with regard to the group of artifacts included:
   
   a. What knowledge or skills were utilized when conducting these activities?
   b. What might you do to improve your knowledge and skill if you were given another opportunity?
   c. At the time of completion, in what ways did the activities challenge you to become a more effective counselor?
   d. How did these activities inform your personal philosophy of counseling?

3. a conclusion that addresses your current knowledge and skills as a counselor in training, growth experienced during internship, and growth/development still needed in relation to CACREP competencies. Include feedback from professors (provided in advisor meeting) and supervisors in the discussion of strengths and growth areas. End the reflection by identifying a plan to further develop competency through continued professional development (i.e. The next step I will take to increase my competency is...).
Suggested assignments to reflect/highlight core competencies:

1. Professional orientation and ethical practice (i.e., Ethics papers from CON 600 and CON 797 (outline/draft of this assignment if it is not yet completed)
2. Social and cultural diversity (i.e., Immersion Project from CON 700)
3. Human growth and development (i.e., Life stage intervention presentation CON 750)
4. Career Development (i.e., Picture of intervention Poster from CON 611)
5. Helping Relationships (i.e., Theories Case Presentation from CON 610 and CON 612 final transcription and assignment corresponding documents)
6. Group work (i.e., Group Curriculum Project from CON 740)
7. Assessment (i.e., Artifact from CON 720 – interview paper/report from administration of MSE, BDI, etc.; or CON 714 – Report/paper from interview and screening tool [e.g. AUDIT] administration assignment)
8. Research and program evaluation (i.e., Program Evaluation from CON 720)
9. Foundations (i.e., Psychological First Aid certificate of completion from CON 650)
10. Counseling, prevention, and intervention (i.e., Case Conceptualization and Treatment Plan from 770 or Film case study from 715)
11. Diversity and advocacy (i.e., Group Presentation from CON 700)
12. Assessment (i.e., Artifact evidence from any two of the following CON 714 – Report/paper from interview and screening tool [e.g. AUDIT] administration assignment; 770 – assignment 3; 775 – group presentation assignment)
APPENDIX G

PROFESSIONAL COUNSELOR JOB SEARCH PORTFOLIO EVALUATION & RATING FORM

Student: [ ]
Date: [ ]

PORTFOLIO CONTENTS:
Reviewer: Please indicate by an “X” that all components of the portfolio are presented.

<table>
<thead>
<tr>
<th>Item</th>
<th>Present</th>
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<tbody>
<tr>
<td>Curriculum Vitae</td>
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<tr>
<td>Statement of Counseling Practice (SCP)</td>
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<td>• Part 1</td>
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<td>• Part 2</td>
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<tr>
<td>Artifact #1: Case conceptualization assignment from CON 796</td>
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<td>Artifact #2: All required coursework included for the two selected competency areas</td>
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<td>Artifacts #3: Signed competency rubric from CON 795</td>
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<tr>
<td>Culminating Reflection</td>
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<tr>
<td>Site Supervisor Evaluations (i.e. One from each CON 795, 796; 797 to be added once completed)</td>
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<td>Syllabi from all classes taken during your program of study</td>
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<td>Summary Sheets from all Practicum &amp; Internship hours to date</td>
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<td>Statement of Commitment to Ethical Practice (signed)</td>
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<td>ACA Code of Ethics</td>
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Rating Scale:

3 = Skilled Demonstration. Student has mastered the main concepts and principles for this task, shows the ability to consistently use this knowledge or the skills in a professional counseling capacity, and makes appropriate adjustments based on the needs of the clients. The student is also functioning at the level of a new professional counseling professional and demonstrates the ability to perform this task under the minimal and appropriate supervision of a Licensed Professional Counselor.

2 = Acceptable Demonstration. Student understands the main concepts and principles of the task but shows some inconsistency in the use of this knowledge in a professional counseling capacity. As such, the student needs time and experience practicing the task and should continue to perform this critical task while monitored by a Licensed Professional Counselor.

1 = Deficient Demonstration. Student does not fully understand the main concepts and principles of the critical task and as such, s/he is unable to use this knowledge appropriately in a professional counseling capacity. The student needs additional instruction to understand the task and should not practice in a professional counseling setting unless closely monitored by a Licensed Professional Counselor.
### CURRICULUM VITAE:

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<th>Item</th>
<th>Reviewer Ratings</th>
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### STATEMENT OF COUNSELING PRACTICE:

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<td>SCP Part 1</td>
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<td>SCP Part 2</td>
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### CULMINATING REFLECTION

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<td>Culminating Reflection</td>
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Decision on this portfolio (check one):

- [ ] Demonstrated - passed

- [ ]

Items identified for continued growth and competency List items rated as “1” or needing work:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

- [ ] Student has 2 or more items rated as “inadequately demonstrated”; therefore, this portfolio must be evaluated by a 2nd reviewer.
**Signatures**

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**Comments/Recommendations:**

This document has been reviewed during the exit interview process:

___________________________

Student Signature

___________________________

Faculty Signature

___________________________

Date