

# **PORTFOLIO WORKSHOP FOR CACREP ALIGNMENT**



**COUNSELING PROGRAMS  
MISSOURI STATE UNIVERSITY**

**SEPTEMBER 20, 2017**

# WHY CREATE A PORTFOLIO?



## PORTFOLIO completion is REQUIRED for Graduation

Your ADVISOR must sign off on your progress (usually when you're enrolled in COU 765 or COU 799), AND must approve your final product before you can graduate!

# PORTFOLIO DEADLINES?



Work with your advisor during the last two semesters of your program.  
Don't wait until the last semester to begin assembling the portfolio.

Some advisors have deadlines for approval, and some do not teach in the summer, so be sure you know your deadlines so that your graduation isn't delayed.

If you are graduating in Fall 2017 OR LATER, the FORMAT HAS  
SLIGHTLY CHANGED TO ALIGN WITH CACREP 2016 standards.  
PORTFOLIO WILL EVENTUALLY BE CREATED ENTIRELY IN  
TASKSTREAM!

# WHAT IS A PORTFOLIO?



- Your DEMONSTRATION (through artifacts) of the KNOWLEDGE, SKILLS, and DISPOSITIONS expected of a  
**Professional Clinical Mental Health Counselor**  
or  
**Professional School Counselor**

# WHAT IS A PORTFOLIO?



- Students graduating Fall 2017 and later will work with advisors for special instructions since some artifacts may be housed in TaskStream.
- Students who began the program in TaskStream may be creating a hybrid portfolio

# WHAT IS A PORTFOLIO?



- Artifacts show knowledge or are an assessment of the student's skill or dispositions as indicated in each particular standard.
- It is the STUDENT'S responsibility to choose the artifact that best demonstrates mastery of each standard, and any suggested artifacts are only starting points.

# WHAT IS A PORTFOLIO?



- **Reminder: PORTFOLIO is a GRADUATION REQUIREMENT**
  - ALL STUDENTS MUST COMPLETE PORTFOLIO BEFORE GRADUATION
  - Students should be working closely with their advisor during the last two semesters of program study
- Portfolios contain artifacts from the student's course of professional study and are aligned with 2016 CACREP standards.
- Beginning in Fall 2017, regardless of when you began the program, portfolios will be aligned with CACREP 2016 standards! (format of portfolio is evolving)

# WHY CREATE A PORTFOLIO?



## PROGRAM NEEDS:

### CACREP (2016) STANDARDS--SECTION 4

- F. *The counselor education program faculty systematically assesses each student's progress throughout the program by examining student learning in relation to a combination of knowledge and skills. The assessment process includes the following: (1) identification of key performance indicators of student learning in each of the eight core areas and in each student's respective specialty area(s) (for doctoral programs, each of the five doctoral core areas), (2) measurement of student learning conducted via multiple measures and over multiple points in time, and (3) review or analysis of data.*
- G. *The counselor education program faculty systematically assesses each student's professional dispositions throughout the program. The assessment process includes the following: (1) identification of key professional dispositions, (2) measurement of student professional dispositions over multiple points in time, and (3) review or analysis of data.*

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

# WHY CREATE A PORTFOLIO?



## PROGRAM NEEDS:

Portfolios supply data for program evaluation purposes, showing how well students are demonstrating their performance in different areas of knowledge and skills, and thereby how the program might improve.

- Multiple program changes have already occurred as a result of portfolio review!

**WE ARE CONSTANTLY IMPROVING!**

# WHY CREATE A PORTFOLIO?



## STUDENT BENEFITS:

- Clarity of the **KNOWLEDGE and SKILLS** gained as a **graduate of a CACREP-accredited program**
- Ability to speak clearly to **best-practice standards** in professional school/mental health counseling
- Strengthened **professional identity** through synthesis of knowledge and skills as each student develops her or his personal presentation of mastery in the portfolio

# Tell me more about the portfolio!



The portfolio is the collection of **artifacts** that demonstrate KNOWLEDGE and SKILLS in each of the eight CACREP core areas and their specialty area.

The student selects artifacts that best demonstrate the knowledge or skill indicated by the CACREP standard, but in cases where there isn't a suitable artifact, students should indicate where they demonstrated the knowledge or skill in the standard.

**ADVISORS MAY ASK FOR  
ADDITIONAL WORK TO DEMONSTRATE  
THE STANDARD!**

This assists program faculty in developing new projects or better ways to capture what students do KNOW or can DO.



# When should I start?



- Now. Or sooner!
- All student work should be kept (and backed up with digital copies) as the student will be responsible for choosing the artifacts that best reflect mastery of each program area standard.
- The cover sheets for each section act as a “map” for the portfolio.

# When should I start?



- Some portfolio sections will not be able to be completed until the student's final semester, depending on the timing of internship, comps and seminar or thesis.
- Program faculty are revising signature projects, assignments, assessments, and experiences as we learn from each semester's graduates what could be improved. In this way, the portfolio process reflects our continual assessment and revision.

# May I complete a digital portfolio?



- We are in the transitioning process to a digital platform where artifacts will be uploaded.
  - You may see this in some classes, where you will be required to complete an assignment in TaskStream. If requested by your advisor, you may also be asked to download and print artifacts, assessments, or evaluations not housed in TaskStream and provide them to your advisor.
  - Students beginning the program in Fall 2015 or later will utilize TaskStream as a part of the process for completing the portfolio.
  - Students using TaskStream have access to their digital archive as long as TaskStream exists.
- Students should check with their advisor during each of the last 2-3 semesters of study to assess progress and answer questions.
  - Advisors may have specific deadlines during the semesters before you plan to graduate, **be sure to check in!**

# What are the major sections of the portfolio?



- **Professional**
  - Resume/vita
  - Employment cover letter
  - Professional membership verification (ACA, ASCA)
  - Professional Liability
- **Academic**
  - Degree plan (Program of Study)
  - Program Objective Assessment (8 CACREP Core Areas + Specialty Area)
- **Developmental**
  - Comprehensive Exam Scores (CPCE)
  - Practicum and Internships Summary Sheets
  - CTPA summary table and all copies
  - NCE, MOCA, MOSCPA

# PORTFOLIO COVER PAGE



- The cover page is in the “guidelines” document
- Don’t forget to refer to the cover page when creating your portfolio!

# What are the major sections of the portfolio?



- **Professional**
  - Resume/vita
  - Employment cover letter
  - Professional membership verification (ACA, ASCA)
  - Professional Liability Insurance Verification

# What are the major sections of the portfolio?



- **Academic**
  - Copy of your degree plan (either developed in conjunction with your advisor or listed within DegreeWorks)
  - Demonstration of CACREP Competencies in 8 core curricular areas as well as the student's specialty area

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# ACADEMIC SECTION DETAILS



- **Advisors may ask for additional artifacts to be submitted (as an “assignment”) for Common Core Areas/ Specialty Areas for which this is not yet an artifact/signature assignment listed within TaskStream.**
- ***Please meet with your advisor early in the process!***

# What are the major sections of the portfolio?



- **Developmental**
  - Comprehensive Exam Scores (CPCE)
  - Practicum & Internships Summary Sheets (with cumulative direct/indirect/grand total hours listed on cover sheet)
  - CTPA summary table and all copies
  - Dispositions Assessment summary table and all copies
  - NCE, MOCA, MOSCPA

# Suggestions



- Keep all class projects as possible artifacts. Review your syllabus in each class for ideas on what standards will be addressed in that class.
  - Each syllabus is already linked to specific CACREP standards!
  - Check in with your professor if a course doesn't seem to be providing you with an opportunity to demonstrate mastery of a given standard associated with that course!
- Begin assembling your portfolio well before your last semester.
  - Seminar class provides portfolio support, and you'll be required to meet with your advisor for a signature during that course, but we suggest you don't wait!
  - Meet with your advisor to review an entire section of your portfolio if possible, so that you know you're on the right track.

# Questions?



- Thank you for being here!