COUNSELOR EDUCATION PROGRAM
PORTFOLIO FORMAT

This new format is required of all counseling students admitted as of 2014.

Step 1: Students are introduced to Tk20, Course Binders, Digital Filing Cabinets, and e-Portfolio in either HCE 500 or HCE 510.
   A. **Tk20** is both an assessment system for students and faculty and an accountability system for the program (especially for accreditation). Materials must be developed that demonstrate how student learning is directly related to CACREP or CORE outcomes.
   B. **Course Binders** are managed by faculty for each course and include all assignments, scoring rubrics, feedback to students, and documentation of completed requirements.
   C. **Digital Filing Cabinets** are the student-managed files in which they must upload artifacts that include evidence of completion of ALL COMMON ASSESSMENTS, as well as other assignments and information that they believe might be included in their portfolios.
   D. The **e-Portfolio** will be a student-designed collection of artifacts and reflections that demonstrate an integration of program requirements and an emerging professional identity that can assist with future career goals.

Step 2: Advisors periodically (at least one each semester is recommended) check on their advisees’ progress in uploading artifacts, especially those that relate to program Transition Points. Thus, as the advisor meets with students to discuss readiness for program movement to the Counseling Skills course, Practicum, and Internship, he or she will also use the Digital Filing Cabinet as a check to assess the student’s readiness. The advisor must have verification of the student’s Candidacy Rating Scale for Practicum results (obtained from the course instructor for HCE 621) before the student will be approved for admission to Practicum.

Step 3: The student will be expected to present his or her **e-Portfolio** during the final semester of Internship. The e-Portfolio will include:
   A. A list of at least five professional/career goals to which you aspire upon graduation.
   B. 5 artifacts (no more and no less) uploaded from the Digital Filing Cabinet that most clearly represents your emerging Professional Identity.
   C. An explanation that clearly demonstrates an integration and synthesis of your education experiences in the program, with special emphasis on the concentration. This should include a reflection on the significance of each of the five chosen artifacts in relation to your emerging Professional identity. A written synthesis statement focused on your educational experience should not exceed two double-spaced pages.
   D. A narrative on personal change or transformation over the course of the program. Briefly describe, in 2 or 3 paragraphs how growth, personal experiences, during your time in the Counselor Education program resulted in change or transformation. Be specific about the personal strengths engaged to promote this change or transformation. If you are inclined to do so, please create a symbolic representation of the dimensions of this change (through a timeline, video, photograph, poem, drawing, sculpture, etc.) If you would prefer to describe the dimensions in narrative form, please add narrative (an additional 2 or 3 paragraphs) that describes how these personal changes affected other dimensions of your life. In other words, this summary assignment on personal changes can either be a brief narrative (2-3 paragraphs) and a symbolic representation, or a longer narrative (4-5 paragraphs).
   E. A resume that is ready for use for job-seeking opportunities.
   F. The student will be expected to make a 15 minute oral presentation of the portfolio, with 5 extra minutes made available for responses and questions. (Advisors will be invited to the presentation.) The faculty member of record will use a portfolio scoring rubric to document that the portfolio is complete, the presentation has been made, and all criteria are satisfied.

Updated November 2013