

**Counselor Education Portfolio Matrix
2004-2005**

FORWARD/TABLE OF CONTENTS		
DESCRIPTION	ITEMS THAT DOCUMENT THE ACQUISITION OF KNOWLEDGE, SKILLS, & DISPOSITIONS	GRADING RUBRIC
<p>Page 1 Title Page Page 2 Forward/Brief Introduction Page 3 Table of Contents Page 4 Completed Matrix</p> <p>The attached matrix details the principles and objectives of the Georgia Professional Standards Commission (PSC), the Board of Regents of the University System of Georgia’s Principles and Actions for the Preparation of School Counselors (BoR), and the Council for the Accreditation of Counseling and Related Educational Programs Common Core Area Objectives (CACREP) that will guide you in documenting your acquisition of knowledge, skills, and dispositions as you progress through the Augusta State University Counselor Education Program. The left column of the matrix lists the objectives (referred to above) and the courses in your Program of Studies that will address the various objectives. The Right column of the matrix will be created by you as you complete course requirements that provide a longitudinal profile of your learning outcomes as you develop the knowledge, skills, and dispositions of a professional counselor.</p>	<p>Lists all corresponding items</p>	<p>The matrix and Table of Contents indicate which portfolio items fulfill which requirements</p> <p><u>PASS WITH HONORS</u> Shows that all requirements are fulfilled; well organized; APA style; grammatically correct (see attached sheet)</p> <p><u>PASS</u> Shows that a high number of requirements are fulfilled; well organized; few grammatical errors (see attached sheet)</p>

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SECTION 1 - RESUME		
DESCRIPTION	ITEMS THAT DOCUMENT THE ACQUISITION OF KNOWLEDGE, SKILLS, & DISPOSITIONS	GRADING RUBRIC
Details your experience and credentials for assuming the responsibilities of a school/community counselor	An updated, complete resume presented in a professional manner	Updated; Comprehensive; Includes education, experience, professional memberships, history of work, volunteer experiences, etc

SECTION 2 - PERSONAL PHILOSOPHY STATEMENT		
DESCRIPTION	ITEM(S) THAT DOCUMENT THE CANDIDATE'S PERSONAL PHILOSOPHY & THEORY OF COUNSELING	GRADING RUBRIC
Details the evolution of your personal philosophy and theory related to counseling BoR COUN II-D(1,2)	Write a final reflection paper that synthesizes the development of your own philosophy of human nature, the process of change, and your counseling theory that has evolved to assist your client in making changes. Expound on how your acquisition of knowledge, skills, and dispositions, have helped you to arrive at the philosophical and theoretical tenets you now hold. This is an introspective analysis of abilities, personal qualities, beliefs, and skills, as well as, personal changes and your own issues that may affect your work with clients. Include your professional goals and the areas in which you feel you may need or want further training. Attach the two papers which you wrote at the beginning of your studies in the courses: Introduction to Counseling (Why I Want to be a Counselor paper) and Theories and Techniques of Counseling (Personal Theory of Counseling paper) to this final paper.	Grading Rubric Attached

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SECTION 3 - COURSE WORK WITH LEARNING OBJECTIVE CODES		
COURSE/OBJECTIVES	ITEMS THAT DOCUMENT THE ACQUISITION OF KNOWLEDGE, SKILLS, & DISPOSITIONS	GRADING RUBRIC
<p>This section illustrates the SEQUENCE OF COURSES in the PROGRAM OF STUDIES in one column and the portfolio items being presented that satisfy the requirement in a parallel column.</p>	<p>Each course will have its own set of requirements for this section.</p> <p>The reflection papers that accompany each item are written as a self-critique (at the end of your program, as you prepare your final portfolio presentation) which discusses your estimation of how well you have succeeded in acquiring the knowledge, skills, and dispositions as specified by the objectives addressed in each course and documented by your work included in the portfolio.</p>	<p>Complete portfolio: Comprehensive; Organized; Creative; APA Style; Pass with Honors: (Demonstrates that all objectives have been met) Pass: (Demonstrates that 88% of the objectives have been met)</p>
<p>COUN 6640 Introduction to Counseling Professional Orientation</p> <p>PSC I (1,2) BoR COUN I-A(1); I-A(2); II-A(9) CACREP 1 (A-H) PSC IV (8)-PRAXIS II</p>	<ol style="list-style-type: none"> 1. Write a reflection paper related to the objectives and your portfolio item. 2. Write a 5-page research paper on a contemporary issue in counseling. Must show proper use of APA style 	<p>Course Rating Sheet</p>
<p>COUN6660 Communication Skills in Counseling</p> <p>PSC IV (8) BoR COUN II-A(6); II-A(9); CACREP 5 (A-G) PSC IV (8)-PRAXIS II</p>	<ol style="list-style-type: none"> 1. Write a reflection paper related to the objectives and your portfolio item. 2. Complete a 30 minute videotape. Transcribe the session; do the interpersonal Process Recall (IPR)/self critique; and provide space for supervisor feedback. Include peer rating sheet. 	<p>Rating Sheet and Tape script forms provided in the course</p>
<p>COUN6680 Theories and Techniques of Counseling</p> <p>PSC IV (8) BoR COUN I-A-1(a-c), 2(a-c); I-C(1-6) CACREP 5 (C)</p>	<ol style="list-style-type: none"> 1. Write a reflection paper related to the objectives and your portfolio item. 2. Write a 10 to 15 page paper which discusses two theories; compare and contrast the theories. Include the historical context of the theories and the major 	<p>Course Rating Sheet</p>

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<p>PSC IV (8)-PRAXIS II</p>	<p>theoretical school to which each theory's broad principles adhere. In the final section of your paper, expound on your own "budding" theory that has evolved from your study of the theories in the course. When you have completed your program, write the final reflection paper (item #1 above) that discusses how your theory has changed (or not) over time.</p>	
<p>COUN6700 Marriage and Family Counseling</p> <p>PSC I (1,2) PSC IV (8) BoR COUN II-A(C); II-A(7) CACREP 5(A-G)</p>	<ol style="list-style-type: none"> 1. Write a reflection paper related to the objectives and your portfolio item. 2. Complete a group project 30 minute videotape to demonstrate a family therapy technique. 3. Write a 10-15 page case conceptualization, with genogram, of your own family of origin. 	<p>Course Rating Sheet</p>
<p>COUN6720 Career Development Theories and Practice</p> <p>PSC II (3); PSC IV (8) BoR COUN II-A(3); II-A(6); II-A(7); II-A(8); I-IA(9) CACREP 4(A-I) PSC IV (8)-PRAXIS II</p>	<ol style="list-style-type: none"> 1. Write a reflection paper related to the objectives and your portfolio item. 2. Complete a 10-15 page case conceptualization on a student (either high school or college age) utilizing four vocational assessment instruments (SDS, MBTI and two other formal or informal instruments). Include the instrument reliability, validity, levels, and typical use. Complete a work genogram. 	<p>Course Rating Sheet</p>

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<p>COUN6740 Legal and Ethical Issues in Counseling</p> <p>PSC III (7) BoR COUN II-A(9) CACREP 1-8 PSC IV (8)-PRAXIS II</p>	<ol style="list-style-type: none"> 1. Write a reflection paper related to the objectives and your portfolio item. 2. After interviewing counselors in various work settings, write a 12 page case study with the following information: review and discuss the Codes of Ethics and state and federal statutes related to counseling. Discuss emergency plans and reporting protocols of agencies and /or schools regarding abuse, death, suicide and acts of violence. 	<p>Course Rating Sheet</p>
<p>COUN 6760 Diversity Sensitivity in Counseling</p> <p>PSC I (1,2); PSC II (4) BoR COUN II-A(1); II-A(9) CACREP 2(A-F) PSC IV (8)-PRAXIS II</p>	<ol style="list-style-type: none"> 1. Write a reflection paper related to the objectives and your portfolio item. 2. Write an 8 page case conceptualization that discusses the social and psychological issues of a client and the appropriate counseling techniques and rationale. Incorporate personal biases/reflections. 	<p>Course Rating Sheet</p>
<p>PSYC 6147 Seminar in Group Process</p> <p>PSC I (1,2) BoR COUN II-A(6); II-A(9) CACREP 6(A-I) PSC IV (8)-PRAXIS II</p>	<ol style="list-style-type: none"> 1. Write a reflection paper related to the objectives and your portfolio item. 2. Write a 10-15 page paper which summarizes the development and recruitment of groups, leader and member roles, legal and ethical issues, diversity issues, and development of trust, etc. 3. Write a TIMELINE/PLAN for a group that is of 6-weeks duration. Discuss the stages, functions of members/counselor, specific plans and process(es) of conducting the group. The TIMELINE/PLAN should be designed so that an actual group may be developed from it at future work sites. Discuss the group, how it will be formed, necessary permission forms, legal and ethical issues, roles of the members, and weekly session plans. 	<p>Course Rating Sheet</p>

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<p>COUN6800 Counseling Assessment, Diagnosis, & Intervention</p> <p>PSC I (1,2) BoR COUN II-A(8); II-A(9) CACREP 7(A-I) PSC IV (8)-PRAXIS II</p>	<p>1. Write a reflection paper related to the objectives and your portfolio item.</p> <p>2. Write a 6 page case conceptualization that thoroughly discusses the client's difficulties, both social and psychological. Nomenclature from the DSM-IV will be used to diagnose the client. A treatment plan timeline, discussing appropriateness and rationale for techniques and theories chosen, will be included.</p>	<p>Course Rating Sheet</p>
<p>COUN 6860 Counseling Children & Adolescents (Elective)</p> <p>PSC I (1,2) BoR COUN II-A(6); II-A(9) CACREP 3(A-E); CACREP 5(A-G) PSC IV (8)-PRAXIS II</p>	<p>1. Write a reflection paper related to the objectives and your portfolio item.</p> <p>2. Complete a skills demonstration and case profile. The skills demonstration is a 30 minute videotape utilizing play therapy and creative techniques with a child or adolescent. The case conceptualization is a written record including intake form, identification of problem areas, treatment plan and reflection on your overall work with the client.</p>	<p>Course Rating Sheet</p>
<p>COUN6880 Counseling Practicum</p> <p>PSC II (3,4) BoR COUN II-A(6); II-A(9); III-B(1-11); III-C(1-10) CACREP 1-8</p>	<p>Complete a 20 minute videotape and write a 6 page case conceptualization that discusses the client's difficulties, both social and psychological. Nomenclature from the DSMIV will be used to diagnose client. A treatment plan, discussing appropriateness and rationale for techniques/theories chosen, will be included.</p>	<p>Course Rating Sheet</p>

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<p>COUN6820 Administration & Consultation</p> <p>PSC I (1,2); PSC II (3,4) BoR COUN II-A(4); II-A(7); II-B(6) CACREP 2 (D) PSC IV (8)-PRAXIS II</p>	<p>Complete a collaborative school improvement project (with colleagues from the Educational Leadership Program and the Special Education Program) that utilizes the generic consultation model. Write a 10-15 page paper that describes the generic consultation model: the roles, processes, and legal/ethical issues. Discuss the process and implementation of the collaborative project.</p>	<p>Course Rating Sheet</p>
<p>COUN6900 Counseling Internship</p> <p>PSC I (1,2); PSC II (3,4) BoR COUN II-A(9); II-B(1); II-A(6); II-A(9); III-B(1-11); III-C(1-10) CACREP 1-8 PSC IV (8)-PRAXIS II</p>	<p>School – Complete a School Improvement Plan which addresses current needs at the Internship school and highlights the counselor’s role in leadership, advocacy, teaming and collaboration, counseling and coordination, and assessment and use of data, during which the counselor positively influences students’ academic, social-emotional, and career development.</p> <p>Community- Write a 6 page case conceptualization which thoroughly discusses the client's difficulties, both social and psychological. Use DSM-IV nomenclature to diagnose the client. Include a treatment plan, discussing appropriateness and rationale for techniques and theories chosen.</p>	<p>Course Rating Sheet</p>
<p>EDUC6021 Introduction to Educational Research</p> <p>PSC I (1,2) BoR COUN II-A(9); II-B(1) CACREP 8 (A-F) PSC IV (8)-PRAXIS II</p>	<ol style="list-style-type: none"> 1. Write a reflection paper related to the objectives and your portfolio item. 2. Critique a research article from a professional counseling journal. The format for the critique will be provided by the instructor. The critique will include a detailed description of the study (subjects, methodology, variables, statistical analyses and conclusions) with 	<p>Course Rubric Sheet</p>

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	implications for best practices in counselor education.	
EDUC6040 Tests and Measurement PSC I (1,2) BoR COUN II-A(5); II-A(9) CACREP 7 (A-I) PSC IV (8)-PRAXIS II	1. Write a reflection paper related to the objectives and your portfolio item. 2. Complete test critique (s) for assessment instruments appropriate to the field. May include projective, achievement, cognitive, and or career tests.	Course Rubric Sheet
EDUC6140 Advanced Educational Psychology COUN 6950 Human Growth and Development PSC I (1,2) BoR COUN II-A(9) CACREP 3 (A-E) PSC IV (8)-PRAXIS II	1. Write a reflection paper related to the objectives and your portfolio item(s). 2. Write lesson plans based upon cognitive, attribution, social learning, and/ or humanism theories.	Course Rubric Sheet

SECTION 4 PROFESSIONAL DEVELOPMENT		
PROFESSIONAL GROWTH & DEVELOPMENT ACTIVITIES/OBJECTIVES	ITEMS DOCUMENTING PROFESSIONAL DEVELOPMENT	GRADING RUBRIC
PSC II (3,4) BoR COUN II-A(9) CACREP 3 (A-E) PSC IV (8)-PRAXIS II	1. Write a reflection paper related to the objectives and your portfolio item(s). 2. Include a presentation from a class or a conference (i.e., PowerPoint), document membership in professional organizations, document attendance at conferences and membership/offices held in professional organizations	<u>PASS</u> : Demonstrates adequate effort toward professional improvement; provides adequate evidence of professional interest/activity. <u>PASS WITH HONORS</u> : Demonstrates a high level of professional improvement and provides a high level of evidence of professional interest and activity.

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SECTION 5 COMMUNITY INVOLVEMENT		
COMMUNITY INVOLVEMENT AND COLLABORATION OBJECTIVES	ITEMS DOCUMENTING COMMUNITY INVOLVEMENT AND COLLABORATION	GRADING RUBRIC
PSC II (3,4) BoR COUN II-A(9) CACREP 3 (A-E) PSC IV (8)-PRAXIS II	This section should highlight involvement in planning and implementing diverse projects in school and/or community agencies. Include a list of activities in which you have participated and news items or agency advertisement of the activity, or commendations of your service.	Rubric Sheet Attached

SECTION 6 TECHNOLOGY APPLICATIONS		
TECHNOLOGY OBJECTIVES	ITEMS DOCUMENTING TECHNOLOGY SKILLS	GRADING RUBRIC
PSC II (3,4) BoR COUN II-A(9) CACREP 3 (A-E) PSC III (7)	This section should showcase your ability to utilize technology as an integral part of professional development and daily activities, as well as, be evident in the construction of the entire portfolio. This may include such evidence as computer generated presentations, documents rich in graphics, sound video, digital images, audio, and videotapes.	Appropriate and adequate technology is used throughout the portfolio. Examples: web page design; listserv activity; digital camera, video, audio technology.