

**Counselor Education Portfolio Matrix  
2008-2009**

**Please note: We are in the process of loading the portfolio matrix information into Livetext. When this is complete, students will submit all portfolio requirements through the Livetext system. More information will be forthcoming.**

**Electronic Portfolio Presentation Outline**

A. Each candidate for graduation of the ASU Counselor Education Program will complete an electronic portfolio (e.g., CD, flash drive, university file space) containing all of the items listed in the attached matrix as a requirement for graduation.

B. Next, as a final assignment, each student will write a Final Reflection Paper of 6-8 pages that highlights the student's personal and professional journey through the Counselor Education Program and incorporates all of the following items:

- Personal philosophy of counseling
- Initial theoretical orientation (from Theories class)
- Current theoretical approach to counseling
- Summary of personal development
- Summary of professional development
- Summary of internship experience(s)
- Summary of community involvement
- Career goals

This document also will be included in the electronic portfolio.

C. Lastly, the student will present a 20-minute PowerPoint (or equivalent) presentation for peers and program faculty during their last semester of enrollment. The presentation will include the following components from the portfolio:

Section 1: Resume

Section 2: A summary of the final reflection paper (all of the above elements are to be included)

Section 3: A summary of those courses that were particularly meaningful from each class

Section 4: A listing of any ways the student has applied technology

D. The electronic portfolio will be submitted to faculty on the day of the presentation.

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**Grading Rubric**

**PASS WITH HIGH HONORS**

Completed portfolio matrix (excluding current courses)  
Presented overview of Counselor Education journey using PowerPoint (or equivalent) application  
Demonstrated professional development through membership in state or national counseling organization (e.g., ACA, ASCA, SCCA, GSCA)  
Contributed to the profession by presenting or attending a national, regional, or state conference  
AND presented at a local school, organization, or conference (e.g., in-service training for teachers, parents, staff)  
Demonstrated proficiency with APA style in written work during program  
Portfolio on webpage

**PASS WITH HONORS**

Completed portfolio matrix (excluding current courses)  
Presented overview of Counselor Education journey using PowerPoint (or equivalent) application  
Demonstrated professional development through membership in state or national counseling organization (e.g., ACA, ASCA, SCCA, GSCA)  
Contributed to the profession by attending a national, regional, or state conference  
OR presented at a local school, organization, or conference (e.g., in-service training for teachers, parents, staff)  
Demonstrated proficiency with APA style in written work during program

**PASS**

Completed portfolio matrix (excluding current courses)  
Presented overview of Counselor Education journey using PowerPoint (or equivalent) application  
Presented at a local school, organization, or conference (e.g., in-service training for teachers, parents, staff)  
Demonstrated proficiency with APA style in written work during program

**FAIL**

Anything less than the requirements for pass

## Counselor Education Portfolio Matrix 2008-2009

The matrix below 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 standards and objectives (referred to above) and the courses in your Program of Study 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.

DESCRIPTION/STANDARDS	ITEMS THAT DOCUMENT THE ACQUISITION OF KNOWLEDGE, SKILLS, & DISPOSITIONS
<b>SECTION 1: RESUME</b>	
Details your experience and credentials for assuming the responsibilities of a school or community counselor	An updated, complete resume presented in a professional manner
<b>SECTION 2: FINAL REFLECTION PAPER</b>	
Details the evolution of your: Personal philosophy of counseling Initial theoretical orientation (from Theories class)	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.
Current theoretical approach to counseling	Expound on how your acquisition of knowledge, skills, and dispositions, have helped you to arrive at the philosophical and theoretical tenets you now hold.
Summary of personal development	Incorporate a summary of your personal development. 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.
Summary of professional growth and development	Include presentations from a conference (i.e., PowerPoint), or in-service, document

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<b>DESCRIPTION/STANDARDS</b>	<b>ITEMS THAT DOCUMENT THE ACQUISITION OF KNOWLEDGE, SKILLS, &amp; DISPOSITIONS</b>
<p><b>PSC II (3,4)</b> <b>BoR COUN II-A(9)</b> <b>CACREP 3 (A-E)</b> <b>PSC IV (8)-PRAXIS II</b></p> <p>Summary of internship experience(s) <b>PSC I (1,2,); PSC II (3,4)</b> <b>BoR COUN II-A(9); II-B(1); II-A(6); II-A(9); III-B(1-11); III-C(1-10)</b> <b>CACREP 1-8</b> <b>PSC IV (8)-PRAXIS II</b></p> <p>Summary of community involvement</p> <p><b>PSC II (3,4)</b> <b>BoR COUN II-A(9)</b> <b>CACREP 3 (A-E)</b> <b>PSC IV (8)-PRAXIS II</b></p> <p>Career goals</p> <p><b>BoR COUN II-D(1,2)</b></p>	<p>membership in professional organizations, document attendance at conferences and membership/offices held in professional organizations</p> <p>Also include a summary of internship experiences, highlighting the most meaningful learning experiences during this phase of your professional development.</p> <p>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.</p> <p>Include your professional goals and the areas in which you feel you may need or want further training.</p>

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<b>COURSE/STANDARDS</b>	<b>ITEMS THAT DOCUMENT THE ACQUISITION OF KNOWLEDGE, SKILLS, &amp; DISPOSITIONS</b>
<b>SECTION 3: COURSEWORK WITH LEARNING OBJECTIVE CODES</b>	
<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 each course) 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><b>COUN 6620</b> <b>Human Development for Counselors</b></p> <p><b>PSC IV (8)</b> <b>BoR COUN I-A(1); I-A(2); II-A(9)</b> <b>CACREP 3 (A-E)</b> <b>PSC IV (8)-PRAXIS II</b></p>	<ol style="list-style-type: none"> <li>1. Write a reflection paper related to the objectives and your portfolio item.</li> <li>2. Write a 10-page research paper on some aspect of human development OR complete a series of lifespan interviews using a core set of questions, interpret each interview using developmental concepts, and compare and contrast the final interviews in a 6-page paper.</li> </ol>
<p><b>COUN 6630</b> <b>Professional Orientation and Ethics</b></p> <p><b>PSC I (1,2)</b> <b>BoR COUN I-A(1); I-A(2); II-A(9)</b> <b>CACREP 1 (A-H)</b> <b>PSC IV (8)-PRAXIS II</b></p>	<ol style="list-style-type: none"> <li>1. Write a reflection paper related to the objectives and your portfolio item.</li> <li>2. Write an 8 to 10 page case study on an ethical dilemma in counseling. Must include recent research, application of a decision-making model, and resolution of the dilemma, and proper use of APA style.</li> </ol>
<p><b>COUN6660</b> <b>Communication Skills in Counseling</b></p> <p><b>PSC IV (8)</b> <b>BoR COUN II-A(6); II-A(9);</b> <b>CACREP 5 (A-G)</b> <b>PSC IV (8)-PRAXIS II</b></p>	<ol style="list-style-type: none"> <li>1. Write a reflection paper related to the objectives and your portfolio item.</li> <li>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.</li> </ol>

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<p><b>COUN6680</b> <b>Theories and Techniques of Counseling</b></p> <p><b>PSC IV (8)</b> <b>BoR COUN I-A-1(a-c), 2(a-c); I-C(1-6)</b> <b>CACREP 5 (C)</b> <b>PSC IV (8)-PRAXIS II</b></p>	<p>1. Write a reflection paper related to the objectives and your portfolio item.</p> <p>2. Write a 10 to 15 page paper which discusses in depth a theory of your choice. Include the historical context of the theory, its principles, and practical applications for this theory from the research. 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.</p>
<p><b>COUN6720</b> <b>Career Development Theories and Practice</b></p> <p><b>PSC II (3); PSC IV (8)</b> <b>BoR COUN II-A(3); II-A(6); II-A(7); II-A(8); I-IA(9)</b> <b>CACREP 4(A-I)</b> <b>PSC IV (8)-PRAXIS II</b></p>	<p>1. Write a reflection paper related to the objectives and your portfolio item.</p> <p>2. Complete a 10 to 15 page case conceptualization on a student 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>
<p><b>COUN 6760</b> <b>Diversity Sensitivity in Counseling</b></p> <p><b>PSC I (1,2); PSC II (4)</b> <b>BoR COUN II-A(1); II-A(9)</b> <b>CACREP 2(A-F)</b> <b>PSC IV (8)-PRAXIS II</b></p>	<p>1. Write a reflection paper related to the objectives and your portfolio item.</p> <p>2. Write appropriate responses to 8 case studies that include discussion of the social and psychological issues of a client and the appropriate counseling techniques and rationale. Incorporate personal biases/reflections.</p>
<p><b>COUN 6770</b> <b>Crisis Intervention Counseling</b></p> <p><b>PSC I (1,2)</b> <b>BoR I-A;II-A(7-8)</b> <b>CACREP 1-8</b> <b>PSC IV (8)-PRAXIS II</b></p>	<p>1. Write a reflection paper related to the objectives and your portfolio item.</p> <p>2. Write a 10 to 12 page research paper pertaining to some aspect of a crisis issue in counseling.</p>

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<p><b>PSYC 6147</b> <b>Seminar in Group Process</b></p> <p><b>PSC I (1,2)</b> <b>BoR COUN II-A(6); II-A(9)</b> <b>CACREP 6(A-I)</b> <b>PSC IV (8)-PRAXIS II</b></p>	<ol style="list-style-type: none"> <li>1. Write a reflection paper related to the objectives and your portfolio item.</li> <li>2. Write a 10 to 15 page paper that summarizes the development and recruitment of groups, leader and member roles, legal and ethical issues, diversity issues, and development of trust, etc.</li> <li>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.</li> </ol>
<p><b>COUN6880</b> <b>Counseling Practicum</b></p> <p><b>PSC II (3,4)</b> <b>BoR COUN II-A(6); II-A(9); III-B(1-11); III-C(1-10)</b> <b>CACREP 1-8</b></p>	<p>Complete a 20 minute video or audio tape and write a 12 page case conceptualization that discusses the client's difficulties, both social and psychological. Nomenclature from the DSM-IV-TR will be used to diagnose client. A treatment plan, discussing appropriateness and rationale for techniques/theories chosen, will be included.</p>
<p><b>EDUC6021</b> <b>Introduction to Educational Research</b></p> <p><b>PSC I (1,2)</b> <b>BoR COUN II-A(9); II-B(1)</b> <b>CACREP 8 (A-F)</b> <b>PSC IV (8)-PRAXIS II</b></p>	<ol style="list-style-type: none"> <li>1. Write a reflection paper related to the objectives and your portfolio item.</li> <li>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 implications for best practices in counselor education.</li> </ol>

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<p><b>EDUC6040/PSYC 6125 Tests and Measurement</b></p> <p><b>PSC I (1,2) BoR COUN II-A(5); II-A(9) CACREP 7 (A-I) PSC IV (8)-PRAXIS II</b></p>	<p>1. Write a reflection paper related to the objectives and your portfolio item.</p> <p>2. Complete test critique (s) for assessment instruments appropriate to the field. The critique(s) may include projective, achievement, cognitive, and or career tests.</p>
<p><b>SPECIALTY AREA COURSES: COMMUNITY COUNSELING</b></p>	
<p><b>COUN6700 Marriage and Family Counseling</b></p> <p><b>PSC I (1,2) PSC IV (8) BoR COUN II-A(C); II-A(7) CACREP 5(A-G)</b></p>	<p>1. Write a reflection paper related to the objectives and your portfolio item.</p> <p>2. Write a 10-15 page case conceptualization of a famous person.</p> <p>3. You will complete a genogram of your own family of origin.</p>
<p><b>COUN6800 Counseling Assessment, Diagnosis, &amp; Intervention</b></p> <p><b>PSC I (1,2) BoR COUN II-A(8); II-A(9) CACREP 7(A-I) PSC IV (8)-PRAXIS II</b></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><b>COUN 6790 Community Counseling</b></p> <p><b>PSC I (1,2,3,4) BoR II-A; II-A(7);IIB(6) CACREP 1-8</b></p>	<p>1. Write a reflection paper related to the objectives and your portfolio item.</p> <p>2. Write a 10-12 page paper which examines the administrative structure of a community agency.</p>

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<p><b>COUN6900/6920 Counseling Internships</b></p> <p><b>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</b></p>	<p>Community - Write a 12 page case conceptualization that 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><b>SPECIALTY AREA COURSES - SCHOOL COUNSELING</b></p>	
<p><b>COUN 6780 School Counseling</b></p>	<ol style="list-style-type: none"> <li>1. Write a reflection paper related to the objectives and your portfolio item.</li> <li>2. Develop a Comprehensive Guidance Program Plan. Include appropriate grade level and ASCA standards and an annual calendar outlining classroom guidance, group counseling and time for individual student counseling activities.</li> </ol>
<p><b>COUN 6820 Administration &amp; Consultation for School Counselors</b></p> <p><b>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</b></p>	<ol style="list-style-type: none"> <li>1. Write a reflection paper related to the objectives and your portfolio item.</li> <li>2. 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 to 15 page paper that utilizes the generic consultation model: the roles, processes, and legal/ethical issues. Discuss the process and implementation of the collaborative project.</li> </ol>

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<p><b>COUN 6860 Counseling Children &amp; Adolescents</b></p> <p><b>PSC I (1); II (3,4)</b>  <b>BoR-IIA (8,9)</b>  <b>CACREP 1-8</b>  <b>PSC IV (8)-PRAXIS II</b></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><b>COUN6900/6920 Counseling Internships</b></p> <p><b>PSC I (1,2,); PSC II (3,4)</b>  <b>BoR COUN II-A(9); II-B(1); II-A(6); II-A(9); III-B(1-11); III-C(1-10)</b>  <b>CACREP 1-8</b>  <b>PSC IV (8)-PRAXIS II</b></p>	<p>School – Complete a School Improvement Project that 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>
<b>SECTION 4: APPLICATION OF TECHNOLOGY</b>	
<p>Details your experience utilizing technology throughout the program</p> <p><b>PSC II (3,4)</b>  <b>BoR COUN II-A(9)</b>  <b>CACREP 3 (A-E)</b>  <b>PSC III (7)</b></p>	<p>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.</p>