



## Counselor Education Program Graduation Portfolio

Students are required to complete a graduation portfolio comprised of professional artifacts that demonstrate their development as professional counselors: the portfolio will be shared with their Advisor during their final semester in the program. During that last semester, students will be invited to join the faculty member's Advising Webcourse, where they will upload the artifacts noted below. The following pages detail the required artifacts that will be uploaded and verified by the Advisor: this verification process is the necessary final step for students to be authorized for graduation. NOTE: each artifact to be uploaded to the Webcourse must be named according to the name as it is listed on this document (i.e. the underlined words below indicate the name of each artifact).

### Required Portfolio Documents

- **Introductory Documents**

- Professional Reflection Paper – The portfolio begins with an introduction into the student's personal reflections on becoming a professional counselor. This is a brief (2-3 page) paper that summarizes the journey each student has taken in the program and how this experience has affected their development as a reflective practitioner.
- Professional Resume – This document is an updated and "polished" resume that contains the student's current and future (i.e. after graduation) contact information. This requirement serves as a way for students to highlight their accomplishments and achievements as they prepare for their professional career in counseling.
- Evidence of Completing the Graduate Graduating Student Survey – Students must complete the Online Graduating Graduate Student Survey and print proof of completion ("print to PDF" the final page of the survey that says, "thank you for completing the GGSS").
  - If you forget to "print to PDF" the "thank you" page, you can find evidence here: in the drop-down menu where you find the intent to graduate form, it says "intent to graduate: status" and shows that you've completed the survey. Print to PDF this page.
  - This serves as documented evidence of our students' providing the Program with feedback about their educational experiences. This is vital to ensure our Program continues to aim for the highest quality and standards.

- **Final Counselor Competency Scale-Revised (CCS-R) Forms**

- The final CCS-R forms from the following courses are required for your portfolio. This instrument provides evidence of your growth and development in counseling skills, behaviors, and dispositions.
  - Final CCS-R from Intro to the Counseling Profession (MHS 5005)
  - Final CCS-R from Techniques of Counseling (MHS 6401)
  - Final CCS-R from Practicum in Counselor Education I (MHS 6803) (CMHC, MCFT, SCH)
  - Final CCS-R from Practicum in Counselor Education II (MHS 6803) (CMHC & MCFT)
- These CCS-Rs are located in Via/Watermark. In order to provide access to the Advisor to verify these documents, the student needs to "convert the CCS-R to Showcase." Directions for how to do this are found at the end of this document.

- **Field Experience Documents**

- Hour Logs – Each student is required to submit ***signed*** hour logs from all semesters of practicum and internship. School Counseling students will have logs for Practicum I and Internship I and II, whereas Clinical Mental Health Counseling and Marriage, Couple & Family Therapy students will submit logs for Practicum I and II and Internship I and II.
- Internship Site Supervisor Final Evaluation Form – Students from all tracks are required to provide their *final* evaluation forms for all internship sites for every semester.
- CCRC Documentation Letter – In order to verify that all CCRC documents have been completed during practicum, students must solicit a signed letter from the CCRC staff attesting to this fact.
- Group Verification Form – Students from all tracks are required to provide a completed and signed (by the Site Supervisor) Group Verification Form that indicates that a minimum of 10 hours of group counseling services were provided during Practicum and/or Internship.

- **Professional Development Activities**

- Evidence of Attendance – Students must submit proof of their attendance at **BOTH**:
  - a state, regional, national, or international conference **AND**
  - the UCF Counselor Education Conference or the UCF Play Therapy Conference
- Professional Membership – Students must submit proof of membership in at least one professional counseling organization.

- **Comprehensive Final Exam Forms**

- Evidence of passing the CPCE – Students in all tracks must take and successfully pass the CPCE during their final semester of internship. Evidence of successfully passing this exam must be provided.
- Evidence of passing the FTCE (School Counseling students only) – School Counseling students must take and successfully pass the three sections of the Florida Teacher Certification Exam (FTCE).
  - General Knowledge Exam
  - Professional Educator Exam
  - Subject Area Exam in Guidance & Counseling

- **Accomplishments Report Form**

- Evidence of completing the Accomplishments Report Form (found on the Counselor Education website)

## Counselor Education Program Portfolio Rubric (used by the Advisor)

Student's Name: \_\_\_\_\_

Academic Advisor's Name: \_\_\_\_\_

Student's Program Track: ☐ Clinical Mental Health    ☐ Marriage, Couple, & Family    ☐ School Counseling

Final Semester: ☐ Fall    ☐ Spring    ☐ Summer    Year: \_\_\_\_\_

**Directions:** Students are required to meet with their university advisor and provide evidence of the following required portfolio documents and activities. They are required to save them on a CD.

Required Portfolio Documents	Met	Unmet	Not Applicable
<b>Introductory Documents</b>			
1. Professional Reflection Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Professional Resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Evidence of completing the Graduating Graduate Student Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Final Counselor Competency Scale-R (CCS-R) forms for the following:</b>			
1. Final CCS-R from Intro to the Counseling Profes (MHS 5005)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Final CCS-R from Techniques of Counseling (MHS 6401)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Practicum in Counselor Education (MHS 6803)			
• Final CCS-R from Practicum I (all tracks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Final CCS-R from Practicum II (CMHC & MCFT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Field Experience Documents</b>			
1. Hour Logs for <u>all</u> clinical experiences			
• Practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Internship Site Supervisor Final Evaluation Form (all tracks)			
• Internship I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Internship II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. CCRC Documentation Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Group Verification Form (signed by Site Supervisor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional Development Activities</b>			
1. Evidence of Attendance			
• at a state, regional, national, or international conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the UCF Counselor Education <b>or</b> Play Therapy Conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Professional Membership – in at least 1 counseling association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comprehensive Final Exam Forms</b>			
1. Evidence of passing the CPCE (all tracks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Evidence of passing the FTCE (school track only)			
• General Knowledge Exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Professional Educator Exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Subject Area Exam in Guidance & Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accomplishments Report Form</b>			
1. Evidence of completing Accomplishments Report (all tracks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments from advisor: \_\_\_\_\_

# Converting CCS-R Evaluations to Showcases

Thursday, January 14, 2021 1:00 PM

From the **TIMELINE** tab, locate and click on the completed CCS-R.

via by Watermark™

IN PROGRESS

**TIMELINE**

SHOWCASE

2021

Jan 14

**CCS-R Eval (Intro)** Assignment

Course: INTRO TO COUNSELING PROFESSION MHS5005 0001 DEMO

Counselor Competencies Scale--Revised (CCS-R) © INTRO(Lambie, Mullen, Swank, & Blount, 2015)The (CCS-R) assesses counselors' and trainees' skills development and professional competencies. Additionally, the CCS-R provides counselors and trainees with direct feedback regarding their demonstrated ability to apply counseling skills and facilitate therapeutic conditions, and their counseling dispositions (dominant qualities) and behaviors, offering the counselors and trainees practical areas for improvement to support their development as effective and ethical professional counselors.Scales Evaluation Guidelines> Exceeds Expectations / Demonstrates Competencies (5) = the counselor or trainee demonstrates strong (i.e., exceeding the expectations of a beginning professional counselor) knowledge, skills, and dispositions in the specified counseling skill(s), ability to facilitate

Click **CONVERT TO SHOWCASE** in the upper right hand corner.

CCS-R Eval (Intro)

ASSESSMENTS HISTORY

**CONVERT TO SHOWCASE**

Assessment Panel

CCS-R Eval (Intro)

Comments List

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Click on the **SHOWCASE** tab & open the completed CCS-R

via by Watermark™

IN PROGRESS

**SHOWCASE**

CCS-R Eval (Intro)

Jan 14th 2021

0 Views

Private

Preview Showcase

Click the **SHARE** tab, check "Public", click **COPY URL**

Edit Description

**Share**

Share

Access

☒ Public

Share URL

https://www.vialivetext.com/showcases?...

**COPY URL**

Share to

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