

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 faulty 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

- O 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 verifty
 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.
- o <u>Internship Site Supervisor Final Evaluation Form</u> Students from all tracks are required to provide their *final* evaluation forms for all internship sites for every semester.
- o <u>CCRC Documentation Letter</u> 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
- <u>Professional Membership</u> 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.
- <u>Evidence of passing the FTCE</u> (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
 - <u>Subject Area Exam</u> in Guidance & Counseling

• Accomplishments Report Form

• Evidence of completing the <u>Accomplishments Report Form</u> (found on the Counselor Education website)

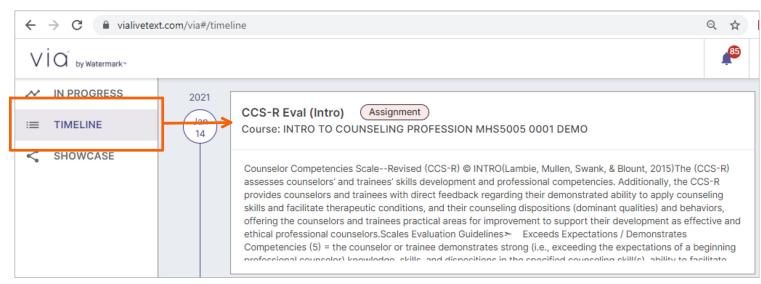
Counselor Education Program Portfolio Rubric (used by the Advisor) Academic Advisor's Name:

Student's Name: Academic Advisor's Na	ıme:		
Student's Program Track: Clinical Mental Health Marriage, Co	ouple, & Famil	y Scho	ol Counseling
Final Semester: Fall Spring Summer Year	r :		
Directions : Students are required to meet with their university advisor and portfolio documents and activities. They are required to save them on a CD		nce of the foll	owing required
Required Portfolio Documents	Met	Unmet	Not Applicable
Introductory Documents			
Professional Reflection Paper			
2. Professional Resume			
Evidence of completing the Graduating Graduate Student Survey			
Final Counselor Competency Scale-R (CCS-R) forms for the followin	σ:		
1. Final CCS-R from Intro to the Counseling Profes (MHS 5005)			ПП
2. Final CCS-R from Techniques of Counseling (MHS 6401)			
3. Practicum in Counselor Education (MHS 6803)			
 Final CCS-R from Practicum I (all tracks) 			
Final CCS-R from Practicum II (CMHC & MCFT)			
Field Experience Documents			
1. Hour Logs for <u>all</u> clinical experiences			
Practicum			
• Internship		 	<u> </u>
2. Internship Site Supervisor Final Evaluation Form (all tracks)			
• Internship I			
Internship II CCRC Documentation Letter			
Group Verification Form (signed by Site Supervisor)			+
4. Group vermeation Form (signed by Site Supervisor)			
Professional Development Activities			
Evidence of Attendance			
 at a state, regional, national, or international conference 			
• the UCF Counselor Education <u>or</u> Play Therapy Conference			
2. Professional Membership – in at least 1 counseling association			
Comprehensive Final Exam Forms			
1. Evidence of passing the CPCE (all tracks)			
2. Evidence of passing the FTCE (school track only)			
General Knowledge Exam			
Professional Educator Exam			
Subject Area Exam in Guidance & Counseling			
Accomplishments Report Form			T
1. Evidence of completing Accomplishments Report (all tracks)			+
Comments from advisor:			

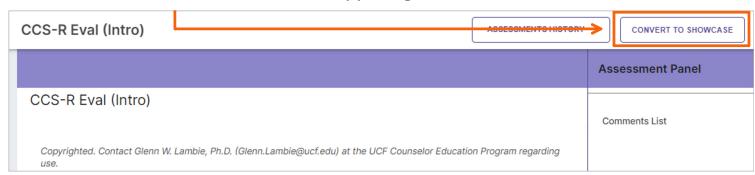
Converting CCS-R Evaluations to Showcases

Thursday, January 14, 2021 1:00 PM

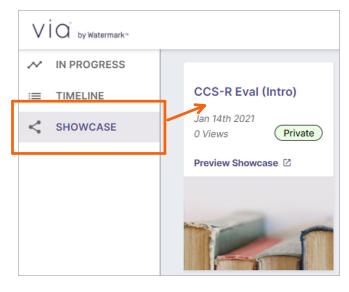
From the **TIMELINE** tab, locate and click on the completed CCS-R.



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



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



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

