





- 1) What you have done
  - a) courses taken and grades
  - b) professional development activities (e.g., workshops/conferences attended, professional memberships, journals read regularly)
  - c) research involvements
  - d) listing of topics of major papers written in connection with coursework.
- 2) Self-evaluation
  - a) Revised statement of professional preparation/goals and review of progress in realizing previous goals (reference previously written Statement of Professional Preparation/Goals)
  - b) Re-assess strengths, growing edges, continuing needs, and continuing goals
  - c) Plan of action
- 3) Documentation
  - a) writing sample, a copy of one of your best papers written thus far.
  - b) workshop/conference brochures from gatherings you attended or presented.
  - c) copy of supporting materials verifying membership in professional organizations, subscriptions to professional journals, participation in other related professional activities.

Two copies of your portfolio will be submitted to your mentor or Program Director, who will review the portfolio with you (see attached form).

The portfolio will also be reviewed by a second faculty member selected by the counseling program faculty. Thus, your portfolio will be reviewed by two members of the graduate counseling faculty. This team will make a recommendation regarding your readiness for practicum to Department Chair. Reaction and/or reflection to feedback received during this process is an appropriate future entry in the portfolio.

### **C. Comprehensive Examination Component of the Portfolio**

**Submission of Professional Counselor Portfolio for Completion of Internship**

**Time frame: November 8 or April 8 prior to the end of the counseling internship course (i.e., COUN 595, 596, 597, or 598).** While enrolled in the counseling internship course, submit your professional counselor portfolio for final review and feedback from faculty. Development of the portfolio during internship typically involves reviewing the formative process that you have undergone during your graduate program and recording significant events and learning that occur during the internship. Other primary components of this portfolio update include a revision of items previously discussed in portfolio and inclusion of entries deemed appropriate for use in the job search process or summarizing your role as a professional counselor (e.g., a formal resume).

Your professional counselor portfolio will be submitted to your internship instructor (see attached form). It will also be reviewed by your Program Director.