

APPENDIX A

Portfolio Criteria Guidance and Counseling

Name: _____

Student Information Number: _____

Advisor: _____

Instructions: Under each section required artifacts are listed along with space for additional items of your choice. Note that some sections will combine their Brief Reflection Form. By each artifact there is a place for the class or project instructor to put her/his initials. The Chairman of the Department of Psychology and Counseling must also sign this document after completion of all other requirements. The finished document will be turned into the Department office to be placed in your permanent file. It is suggested that you make a copy of this document for your records. Audio and/or video projects must include a written transcript of the activity in the portfolio (client identifying information must be deleted). The student is required to maintain the original tape in its play able condition for at least one year after graduation for audit purposes. Do not submit original tapes unless specifically requested by program faculty.

Section 1 Demonstrate Understanding of the Nature of Human Growth and Development

Artifact

Brief Reflection Form	Yes	No
	Course	Instructor Initials
Paper/Project in Human Development	PSYC 5653	_____
Case Study	PSYC 5653	_____

Section 2 Demonstrate Understanding of the Social and Cultural Foundations of Guidance

Artifact

Brief Reflection Form	Yes	No
	Course	Instructor Initials
Human Diversity Paper/Project	PSYC 5443	_____
Interview with Diverse Client	PSYC 5443	_____

Section 3 Demonstrate Understanding of the Knowledge Bases Which Support Development of Helping Relationships

Artifact

Brief Reflection Form	Yes	No
	Course	Instructor Initials
Transcription of Recording	PSYC 5643	_____
Paper-"My Emerging Counseling Style"	PSYC 5163	_____
Case Write-Up/Summary	PSYC 5843	_____
Faculty Evaluation	PSYC 5413	_____
Faculty Evaluation	PSYC 5603	_____
Peer Review Form	PSYC 5603	_____

Section 4 Demonstrate Understanding of Group Dynamics and Development

Artifact

Brief Reflection Form	Yes	No
	Course	Instructor Initials
Internship Evaluation	PSYC 5843	_____
Group Project	PSYC 5713	_____
Classroom Guidance Lesson Plans	PSYC 5643	_____

Section 5 Demonstrate Understanding of Lifestyle and Career Development

Artifact

Brief Reflection Form	Yes	No
	Course	Instructor Initials
Internet Search: Career Resources	PSYC 5283	_____
Paper: Career Development Theory	PSYC 5283	_____

Section 6 Demonstrate Understanding of Student Appraisal

Artifact

Brief Reflection Form	Yes	No
	Course	Instructor Initials
Assessment Paper Project	PSYC 5003	_____
Transcript of Test Interpretation	PSYC 5003	_____

