



Counselor Education Program Student Portfolio

Students are required to complete a portfolio comprised of required documents, activities, and forms which will be presented during their final semester in the program. Each student must meet with their academic advisor to review these requirements and save them onto a Compact Disk (CD). The following pages outline the student portfolio checklist that will be used with your advisor to verify successful completion of the portfolio requirement. Every student must complete a portfolio and receive approval by Counselor Education faculty in order to successfully graduate from the program. Directions for how to save each of these documents to a CD are provided below. NOTE: each document on the CD must be named according to the name as it is listed on this document (i.e. the underlined words below indicated the name each saved file). Similarly, the **bolded words below should serve as folders on the CD**.

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 out (i.e. save to disk) proof of completion (found on the final page of the survey). This serves as documented participation 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 (CCS) Forms**

- The final CCS 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 from Intro to the Counseling Profession (MHS 5005)
 - Final CCS from Techniques of Counseling (MHS 6401)
 - Final CCS from Practicum in Counselor Education I (MHS 6803) (MHC, MCFT, SC)
 - Final CCS from Practicum in Counselor Education I & II (MHS 6803) (MHC & MCFT)

• **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 Mental Health 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.
- 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.

- **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
 - 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 prior to completing 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 (at least one)

Directions for Loading Documents to the CD

1. All documents should be saved to the CD as Word (.doc) or Adobe (.pdf) files.
2. For those documents that are in “hard copy” format (e.g., anything that is signed, letters verifying the passing of an exam, evidence of membership, etc.), you will need to scan these files. Scanners can be found in the CMC on the first floor of the College of Education.
3. Scanned documents can be saved as PDF files on some computers (which would be ideal) or as images. If an image is saved, cut-and-paste that image onto a Word document.
4. Once you have gathered all the necessary files, it is time to “burn” (i.e. load) them to a CD. If you require assistance with this process, you are encouraged to consult with your colleagues, your instructors, CMC personnel, or tech-support personnel.
5. Before submitting your final portfolio on CD, place the CD in another computer and ensure that each file **can be opened** and that **each file is legible** – if your advisor cannot open it or read it, it will be marked as “unmet.”



Student's Name: _____

Academic Advisor's Name: _____

Student's Program Track: 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
Introductory Documents			
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"/>
Final Counselor Competency Scale (CCS) forms for the following:			
1. Final CCS from Intro to the Counseling Profession (MHS 5005)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Final CCS from Techniques of Counseling (MHS 6401)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Practicum in Counselor Education (MHS 6803)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Final CCS from Practicum I (all tracks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Final CCS from Practicum II (MH & M&F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field Experience Documents			
1. Hour Logs for <u>all</u> clinical experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 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"/>
Professional Development Activities			
1. Evidence of Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• at a state, regional, national, or international conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the UCF Counselor Education 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"/>
Comprehensive Final Exam Forms			
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 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"/>
Accomplishments Report Form			
1. Evidence of completing Accomplishments Report (all tracks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments from advisor: _____

Advisor's full name and PID (serves as a signature): _____