**SCHOOL COUNSELING PORTFOLIO RUBRIC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student Name: |  | Date Entered: |  | Semester/Year: |  |
| Advisor Name: |  | Advisor Signature: |  | Date Reviewed: |  |

**Assessment Scale Rating**

 **T =** Target performance; evidence exceeds expectations **A =** Adequate Performance, evidence meets expectations

 **I** = Inadequate performance, evidence does not meet expectations **NE =** No Evidence

**Instruction to Evaluator:**  Insert T, A, or I rating in space in last column for each category

|  |  |  |  |
| --- | --- | --- | --- |
| **2009 CACREP STANDARDS** | **EVIDENCE** | **COMMENTS** | **RATING** |
| 1. **Foundations**

CACREP:SC.A-B**Professional Orientation****and Ethical Practice**CACREP: II.G.1a-j | **KNOWLEDGE** | **SKILLS & PRACTICE** |  |  |
| * Resume
* Graduate Transcripts/Diploma
* Professional Credentials/Memberships
* Training Certificates/Licensure(s)
* Test Scores (Praxis, NCE, Comps)
* Professional Goals & Strengths Paper (COUN 7411)
* Counselor Interviews (COUN 7411 and/or COUN 7822)
* Coursework from COUN 7885 (elective)
* Articles written for publication
* …and any other relevant materials
 | * Mission Statement
* Philosophy & Belief Statement
* Counseling Brochure/Flyer/Bulletin Board/ Website/Letters
* “Get to Know the Counselor” Guidance Lesson
* Foundation Section of Goals & Objectives (COUN 7640)
* Permission Slips (i.e. Taping, etc.)
* Selective Theory Sorter (obtained during Practicum)
* …and any other relevant materials
 |
| 1. **Counseling, Prevention, and Intervention**

CACREP:SC.C-D**Human Growth and Development**CACREP:II.G.3a-h**Helping Relationships**CACREP:II.G.5a-g**Group Work**CACREP:II.G.6a-e | **KNOWLEDGE** | **SKILLS & PRACTICE** |  |  |
| * Practical Application of Lifespan Development Theories Paper (EDPR 7117)
* Short Papers on Theories (EDPR 7117)
* Article Presentation (EDPR 7117)
* Journal Article Reviews (COUN 7411)
* Research Paper/Treatment Plan (COUN 7571)
* Crisis Techniques Journal (COUN 7730)
* Case Conceptualization (COUN 7541)
* Theory Techniques Journal (COUN 7541)
* Journal Article Reviews (COUN 7531)
* Psychotherapy Group Reaction Paper (COUN 7531)
* Class Group and Process Paper (COUN 7531)
* …and any other relevant materials
 | * Presentations or handouts about child development
* Individual Counseling Tape Evaluations

(COUN 7411, COUN 7571, & Practicum)* Referral Forms (parents, teachers, & self)
* Behavior Plans & Charts (COUN 7541 & 7542)
* Conceptualization Paper (COUN 7542)
* Progress Reports/Grade Reports (pre & post interventions)
* Student Goal Setting Forms
* Training Certificates & Materials
* Psychoeducational Group Lesson and Paper (COUN 7531)
* Group Lesson Plans with
* Self-evaluations/Reflections
* Alcohol & Drug Prevention Programming
* …and any other relevant materials
 |
| 1. **Diversity and Advocacy**

CACREP:SC.E-F**Social and Cultural Diversity**CACREP: II.G.2a-2f | **KNOWLEDGE** | **SKILLS & PRACTICE** |  |  |
| * Minority Presentation (COUN 7750)
* Book Character Conceptualization (COUN 7750)
* Research Paper/Treatment Plan

(COUN 7571 – if client PP applicable) * Coursework from SPED 7000
* Any article reviews dealing with GLBTQ issues, religious/spiritual differences, physical and mental health differences and disabilities
* …and any other relevant materials
 | * Action Plan: Parts I-III (COUN 7750)
* Cultural Genogram & Reflection Paper (COUN 7750)
* Any training and/or workshops dealing with GLBTQ issues, religious/spiritual differences, physical and mental health differences and disabilities
* Lesson Plans on Equality/Citizenship
* Themed Monthly Awareness Programs
* …and any other relevant materials
 |
| 1. **Assessment**

CACREP:SC.G-HCACREP: II.G.7a-g | **KNOWLEDGE** | **SKILLS & PRACTICE** |  |  |
| * Written Assessment Report (COUN 7551)
* Test Instrument Presentation (COUN 7551)
* Crisis Triage Assessment (COUN 7730)
* …and any other relevant materials
 | * Any Test Administration Experience
* Student Support (i.e. SI-Team)
* Kuder Certification & Assessments (COUN 7640)
* IEP/SPED/APEX Experience
* Pre- & Post-Intervention Assessments
* School Climate/Needs Assessments
* Academic Tracking
* iStation or Discovery Education Assessments
* Referrals (i.e. Student Assistance Program)
* …and any other relevant materials
 |
| 1. **Research and Evaluation**

CACREP:SC.I-JCACREP: II.G.8a-f | **KNOWLEDGE** | **SKILLS & PRACTICE** |  |  |
| * Research Paper (EDPR 7521)
* Journal Article Reviews related to School Counseling practices
* Goals & Objectives-Accountability Section (COUN 7640)
* …and any other relevant materials
 | * Helping with a School Improvement Plan
* TCAP & TVAAS Reports
* School Report Card
* Behavioral Observations
* …and any other relevant materials
 |
| 1. **Academic Development**

CACREP:SC.K-L**Career Development**CACREP: II.G.4a-4g | **KNOWLEDGE** | **SKILLS & PRACTICE** |  |  |
| * Theoretical Orientation Paper (COUN 7561)
* Journal Article Reviews (COUN 7561)
* Career Center Review (COUN 7561)
* Career Self-Assessment Paper with Strong Interest Inventory & Myers Briggs Type Indicator (COUN 7561)
* Book Report (COUN 7561)
* Lesson Plan Development using Differentiated Instructional Strategies
* Curriculum Design
* Classroom Management Strategies
* …and any other relevant materials
 | * Fantasy Career Notebook (COUN 7640)
* Group Project Presentation (COUN 7561)
* Goals & Objectives—Delivery Section (COUN 7640)
* Materials related to college admissions and scholarships
* Career or Interest Inventories
* O\*NET Resources
* Four-Year Plans
* Academic Counseling Forms
* Career-oriented Lesson Plans
* …and any other relevant materials
 |
| 1. **Collaboration and Consultation**

CACREP:SC.M-N | **KNOWLEDGE** | **SKILLS & PRACTICE** |  |  |
| * Consultation Outline & Grading Rubric (COUN 7571)
* Papers and presentations relevant to collaboration and consultation
* Materials gathered from speakers and presenters from Principles of School Counseling
* Research articles read and/or summarized relevant to collaboration and consultation
* …and any other relevant materials
 | * Goals & Objectives-Management Section (COUN 7640)
* Peer Mediation
* Peer Tutoring
* Correspondence with parents, teachers, and community stakeholders
* Advisory Council meeting minutes
* Student Assistance Program (SAP) referrals
* …and any other relevant materials
 |
| 1. **Leadership**

CACREP:SC.O-P | **KNOWLEDGE** | **SKILLS & PRACTICE** |  |  |
| * Papers and presentations relevant to leadership
* Materials gathered from speakers and presenters from Principles of School Counseling
* Research articles read or summarized relevant to leadership
* …and any other relevant materials
 | * Parent workshops
* Presentations given at faculty meetings
* Lesson materials on leadership styles
* Advisor/Advisee Program materials
* Materials from sponsored clubs or organizations (i.e. National Honors Society, SGA, etc.)
* …and any other relevant materials
 |
| **RATING SUMMARY:** | **T** | **=** |  |  | **A** | **=** |  |  | **I** | **=** |  |  | **NE** | **=** |  |  |
| **ADDITIONAL COMMENTS:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |