

**MARQUETTE UNIVERSITY  
DEPARTMENT OF COUNSELOR EDUCATION  
AND COUNSELING PSYCHOLOGY**

**CREATING A PORTFOLIO OF COUNSELOR EXPERIENCE  
S IN CLINICAL MENTAL HEALTH COUNSELING**

Portfolios are a collection of evidence or materials that demonstrate growth, development, and acquisition of knowledge and skills. Portfolio assessment can be used to measure learning. Another equally important goal of portfolios is to engage students in a continual process of self-reflection on their learning, something which this portfolio is also designed to do. These portfolios will also be used to help evaluate the effectiveness of our programs and will be examined by both internal and external evaluators and accrediting agencies. Some programs require a portfolio as part of the licensure application (including our School Counseling specialization), and virtually all professional licensure applications require documentation that program requirements have been successfully completed. Another purpose of portfolios is to help students prepare the documentation that they will need to begin their job search as they approach graduation. The portfolio described below is designed to support each of these purposes.

Throughout your professional lifespan, we strongly recommend that you keep this portfolio for the remainder of your careers. It is possible that you might apply for licensure in several states before you completely retire from professional work, and it may be necessary that you be able to document that you did indeed complete the various educational requirements that might be needed as part of those future licensure applications. For students interested in pursuing doctoral degrees, having access to course syllabi through your portfolio will be very useful.

### **Submission and Evaluation of Your Portfolio**

The portfolio is an important component of our annual student review process. Students complete the COUN Student Annual Self-Evaluation Form (see the *Ocwgt au Program Handbook or the CECP website*) and then submit their Self-Evaluation and Curriculum Vita to their advisors via email. Students then meet with their advisors and review their portfolios before March 31st, after which the whole department faculty will review the progress of each student. Students should contact their advisors soon to schedule these appointments well in advance. Students should bring their portfolios to these individual meetings.

### **Security of Portfolio Materials**

Students are to maintain the security of all confidential materials in the portfolio with the utmost care. All materials submitted which document your work with clients or students must be deidentified (i.e., all names, addresses, and other identifying information should be completely blocked out; see the departmental HIPAA Compliance Policy in your *Program Handbooks* for more information). To protect the confidentiality and a

General guidance on constructing a Curriculum Vita (CV) along with a sample can be found on the department website:

<https://www.marquette.edu/education/graduate/cecp-department-forms.php>

Place only the most recent versions of your cover letter and vita in this section.

### **Section B. Program Planning Form**

New visitors before the end of September of their first year in the Department to complete the Program Planning Form. At this time, students will discuss their plans for completing their degree requirements and decide which of the four specialization programs th

taken at the appropriate Section. If a course is not required in your particular specialization, there is no need to include a tab in your portfolio.

Place the following items for each academic course behind the appropriate Section:

- a. Course Syllabus
- b. The most important paper or project completed in that course, if there was one, can be included if there was no major written assignment for that course).

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**CLINICAL MENTAL HEALTH COUNSELING PROGRAM  
PORTFOLIO INDEX**

- A** Curriculum Vita
- B** Program Planning Form
- C** Student Annual Self-Evaluation Forms and Department Evaluation Letters
- D** COUN 6000 Introduction to Counseling
- E** COUN 6003 Foundations in Clinical Mental Health Counseling
- F** COUN 6020 Life-Span Human Development
- G** COUN 6050 Research Methods in Counseling
- H** COUN 6030 Theories of Counseling
- I** COUN 6060 Psychopathology and Diagnosis
- J** COUN 6010

**R** COPS 6230 Psychopharmacology

**S** COUN 6400 Leadership and Administration of Mental Health Services

**T** COUN 6160 Counseling with Children and Adolescents

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**INDEX OF COUN 6965 PRACTICUM AND COUN 6986 INTERNSHIP**  
**PORTFOLIO ITEMS**

- 1) COUN 6965/6986 Course Syllabus
- 2) Log of Practicum/Internship Hours (End of Term)
- 3) Supervisor Evaluation of Student for Practicum/Internship (Midterm)
- 4) Supervisor Evaluation of Student for Practicum/Internship (End of Term)
- 5) Case Presentati
- 6) Practicum/Internship Learning Agreement initial.
- 7) Practicum/Internship Learning Agreement revisited.

**Note that all confidential client information must be thoroughly de-identified according to the departmental HIPAA Compliance Policy guidelines**