

Portfolio Requirement

As part of your master's degree program, you are required to develop a portfolio that documents your experience and growth as a helping professional. You will receive guidance on how to complete this requirement in introductory classes and in meetings with your advisor. The core elements of the portfolio requirement are listed and described briefly here. Note that the bulk of the portfolio can be presented in the format of a resume or CV. The other elements will be checked off on a form as you submit the appropriate documentation to your file in the department office.

Maintain and submit a professional resume (CV) that documents your experience as a helper, caregiver, or mental health provider (Due in student file by end of semester before interviewing for internships)

Your portfolio is to include the following elements.

- **Resume, current.**

- **Statement of Professional Goals**

Indicate your professional goals. What do you hope to be doing professionally when you complete your degree? Identify the populations and problems with which you want to work, as well as the settings in which you wish to work. (Write your goals by the end of CPSY 503, even though you might change your goals later.)

- **Description of 200 hours or more of experience in helping roles.** This may be in previous employment, volunteer work, or practicum placements. If you have other kinds of experience that might apply, check with your advisor about including that experience.

- **Documentation of Collaboration Skills**

List your collaborative experiences as a professional or counselor-in-training. Collaboration means working interactions with staff, advisors, professors, supervisors, co-workers, and peers.

Collaboration might be evidenced in team projects, group projects, small group work, supervisory relationships, or other professional endeavors involving cooperative problem-solving. Briefly describe your role and the contributions you made to the work of the group.

- **Professional Record Keeping System**

Briefly describe how and where you will keep records that document your professional education and experiences. List the categories of information you are including, such as those listed here. The contents of your records, for example course syllabi, are not to be placed in the portfolio itself. Your portfolio simply lists the contents and format of your record system.

- Degrees and certificates earned
- Course syllabi and institutional catalogs
- Workshops, trainings, and seminars attended
- Conference and institutes attended
- Presentations given and other work samples
- Special study projects and research
- Evaluations from supervisors and peers
- Certificates from training programs

Other relevant information

- **Documentation of Personal Counseling**

Document at least **10 hours** of personal counseling (individual, couple, family, or group). Documentation does not require you to reveal any personal material, but does require both you and your professional mental health provider to sign a statement indicating that you completed at least 10 hours of personal counseling. This personal work should be completed by the end of your first three semesters in your degree program. The Department will also accept documentation of personal counseling completed prior to admission to the Counseling Psychology program. Submit this documentation for your file in the department office.

If you do not have at least 10 hours of personal counseling, formulate a specific plan to meet this requirement within the first three semesters in your degree program. If you want information or advice about how and where you can obtain this experience, your advisor will be happy to discuss options with you. The internship/practicum administrator maintains a list of counselors who provide low-cost services.

12-Step Program Attendance

We strive to prepare students in a comprehensive and best practice-based course of study to work effectively with clients impacted by the full range of presenting problems. This preparation includes acknowledging the importance of both mental health issues as well as the substance use disorders that often co-occur with mental health problems. Of specific importance to effectively treating dual diagnosis clients is developing a basic understanding of addiction and the role of community-based, 12-step groups that serve as vital supports to effective treatment efforts.

In recognition of this, all students are required to attend a minimum of **four** meetings of various 12-step oriented groups held in their communities. (By having the experience yourself, you should be more able to empathize with a client who may be involved in the recovery community or anticipating attending a meeting for the first time. In addition, you will be able to give basic information to clients about how to contact 12-step groups, where to go, and what to expect.) Students are also required to prepare a one-page, single-spaced summary of each of the separate meetings attended. The summary should include the type, address, and time of the meeting. Additional information should include an assessment of the behavioral, cognitive, social, and affective elements/activities observed at the meetings as well as the student's own personal reactions and feelings. The four summaries of visits made should be submitted to your advisor upon completion, **before** you enroll for internship courses.

Meeting Requirements (Students should attend only meetings that are listed as open to the public. Contact information for specific groups concerning meeting schedules and locations is readily available in the Yellow Pages and via the Internet.):

- One meeting of Alcoholics Anonymous
- One meeting of Narcotics Anonymous
- One meeting of Alanon

- One meeting of another 12-step oriented group such as Cocaine Anonymous, Overeaters Anonymous, Gamblers Anonymous, Adult Children of Alcoholics (ACOA), Codependents Anonymous (CODA), etc.

To arrange visits, contact:

Portland Area AA Intergroup, (503) 223-8569; www.portland-aa.org

Portland Area NA, (503) 284-1787

Portland Area Alanon, (503) 292-1333

Portland Alano Club, (503) 222-5756

The following are some general guidelines for you to follow as you attend these meetings yourself.

1) There are various types of meetings, including speaker meetings, small group meetings, and open and closed meetings. Open meetings are the type you should attend. These are open to anyone. Closed meetings are for individuals who are attending for their own need (i.e. people with drug addiction attending NA meetings) and it is not appropriate for you to attend those meetings as a professional.

2) When attending a meeting, you will be interacting with a number of people and may or may not be asked to introduce yourself to the group. Even if you do not speak or participate in the meeting you attend, individuals before or after the meeting are likely to strike up conversations with you. BE HONEST. It is appropriate to say something like: "I'm a graduate student in a counseling program and I'm here to learn more about (AA, NA, etc.). I want to have the knowledge and experience I need to help my clients find the places they can get assistance with (alcohol problems, eating problems, etc.)."

3) DON'T tell people you are only there as a requirement for school. It may be considered insulting to those in attendance. People attend these groups to help them survive and cope with tremendous difficulties and they deserve your respect.

4) Yes, you will probably feel uncomfortable at your first meeting. This is part of the point of attending. If you accidentally get into a closed meeting, apologize politely, ask whom you can contact about an open meeting, and leave.

5) All meetings have a different "flavor" to them, depending on who is in attendance and the norms of the group. Be open to a variety of experiences.

Important Note: For all Community Counseling students, portfolios are due by the time they register for internship. For all Marriage, Couple and Family Therapy students, portfolios are due by March 1st.