COUNSELING PSYCHOLOGY
DOCTORAL COMPREHENSIVE PORTFOLIO
GUIDELINES
FOR 2018-2019 ACADEMIC YEAR
COMPONENTS OF THE COMPREHENSIVE PORTFOLIO

- Comprehensive Case Conceptualization (see attached)
  - (de-identified & password protected)
- Integrated Assessment Report (see attached)
  - (de-identified & password protected)
  - minimum of two instruments
- Dissertation Proposal
  - Minimally Ch. 1 & 3
- Curriculum Vita, Internship Essays and a Cover Letter (no word limit)
- Qualifying Research Project PowerPoint or Manuscript
1. Research
2. Ethical and Legal Standards
3. Individual & Cultural Diversity
4. Professional Values & Attitudes
5. Communication & Interpersonal Skills
6. Assessment
7. Intervention
8. Supervision
9. Consultation and Interprofessional/Interdisciplinary Skills
RESEARCH (1A)

- Demonstrate the substantially independent ability to formulate research or other scholarly activities (e.g., critical literature reviews, dissertation, efficacy studies, clinical case studies, theoretical papers, program evaluation projects, program development projects) that are of sufficient quality and rigor to have the potential to contribute to the scientific, psychological, or professional knowledge base.

- Demonstrated by:
  - Dissertation Proposal
  - Research AAPI Essay
  - Empirical evidence for treatment plan in comprehensive case conceptualization
  - Qualifying research project
Recognize ethical dilemmas as they arise, and apply ethical decision-making processes in order to resolve the dilemmas.

Demonstrated by:

- “Analysis of Counseling” section of case conceptualization
- Will also be emphasized in the oral exam related to the case vignette
INDIVIDUAL AND CULTURAL DIVERSITY (3A, 3C, & 3D)

- 3a: Demonstrate an understanding of how their own personal/cultural history, attitudes, and biases may affect how they understand and interact with people different from themselves.
  - Advanced Practicum Case Conceptualization
  - Comps case vignette answer

- 3c: Demonstrate the ability to integrate awareness and knowledge of individual and cultural differences in professional roles (e.g., research, services, & other professional activities). Includes the ability to apply a framework for working effectively w/ areas of individual and cultural diversity not previously encountered. Also the ability to work effectively w/ individuals whose group membership, demographic characteristics, or worldviews create conflict with their own.
  - Advanced Practicum Case Conceptualization
  - Comps case vignette answer
3d: Demonstrate the requisite knowledge base, ability to articulate an approach to working effectively with diverse individuals and groups, and apply this approach effectively in their professional work.

- Advanced Practicum Case Conceptualization
- Comps case vignette answer
- AAPI Diversity Essay
4b: Engages in self-reflection regarding one’s personal and professional functioning; engage in activities to maintain and improve performance, well-being, and professional effectiveness.

- AAPI Autobiography Essay & Cover Letter
- Comps case vignette answer

4d: Responds professionally in increasingly complex situations with a greater degree of independence as they progress across levels of training.

- Oral comprehensive exam
COMMUNICATION & INTERPERSONAL SKILLS (5B & 5C)

- 5b: Produce and comprehend oral, nonverbal, and written communications that are informative and well-integrated; demonstrate a thorough grasp of professional language and concepts.
  - All of Comprehensive Exam Portfolio & Oral Exam

- 5c: Demonstrate effective interpersonal skills and the ability to manage difficult communication well.
  - Comprehensive Oral Exam
6a: Demonstrate current knowledge of diagnostic classification systems, functional and dysfunctional behaviors, including consideration of client strengths and psychopathology.
   - Advanced Practicum Case Conceptualization
   - Comprehensive case exam answer

6b: Demonstrate understanding of human behavior within its context (e.g., family, social, societal and cultural)
   - Advanced Practicum Case Conceptualization
   - Comps case vignette answer
   - AAPI Theoretical Orientation Essay
6c: Demonstrates the ability to apply the knowledge of functional and dysfunctional behaviors including context to the assessment and/or diagnostic process

6d: Select and apply assessment methods that draw from the best available empirical literature and that reflect the science of measurement and psychometrics; collect relevant data using multiple sources and methods appropriate to the identified goals and questions of the assessment as well as relevant diversity characteristics of the service recipient.

Both assessed by Integrated Assessment Report
6e: Interpret assessment results, following current research and professional standards and guidelines, to inform case conceptualization, classification, and recommendations, while guarding against decision-making biases, distinguishing the aspects of assessment that are subjective from those that are objective.

6f: Communicate orally and in written documents the findings and implications of the assessment in an accurate and effective manner sensitive to a range of audiences.

Both assessed by Integrated Assessment Report
INTERVENTION (7B, 7C, 7D, & 7F)

- **7b**: Develop evidence-based intervention plans specific to the service delivery goals.
  - Advanced Practicum Case Conceptualization
  - Comps case vignette answer
  - AAPI Theoretical Orientation Essay

- **7c**: Implement interventions informed by the current scientific literature, assessment findings, diversity characteristics, and contextual variables
  - Advanced Practicum Case Conceptualization
INTERVENTION (7B, 7C, 7D, & 7F)

- 7d: Demonstrated the ability to apply relevant research literature to clinical decision-making.
  - Advanced Practicum Case Conceptualization
  - Comps case vignette answer

- 7f: Evaluate intervention effectiveness, and adapt intervention goals and methods consistent with ongoing evaluation
  - Advanced Practicum Case Conceptualization
Both of the following must be completed prior to submitting your comprehensive exam portfolio:

- All required coursework in years 1 and 2 (including summers)
- Qualifying procedure

Qualifying procedure paperwork must be submitted to the Graduate School (click on link for paperwork) – the committee for this procedure is just your advisor and the training director.
Your Doctoral Committee

The following is required for your PhD committee:

- At least one CP faculty
- Two other CEP departmental faculty
- Faculty member in another department (Graduate School Dean’s Representative)
- You will need a Minor Faculty if you have a Graduate Minor

Talk with your advisor or other committee members to identify any outside committee members
Ideally, submit your completed portfolio to your committee before or by the **first day** of the academic year in which you are applying for internship.

You do not have to wait until the fall of the year you are applying for internship, and can do it sooner provided you completed all the requirements in previous slide.
You can defend your portfolio **2 weeks** after the first day of the semester. However, if you are applying for internship, you will need to have your portfolio approved and your Oral Exam passed by no later than **Oct. 15**.

- Your committee needs two weeks to evaluate your work. So your portfolio is **due to your committee by Oct. 1**.
- The training director and training committee need to certify your readiness for internship.

Determine an appropriate timeline with advisor

Set up a mutually agreed upon schedule and process for writing, editing, and revising with your advisor
Given that some faculty are not consistently here in the summer, you need to check with advisor about availability.

The portfolio is intended to be unique to your work, reflecting on your doctoral training, and a demonstration of your competencies in the Counseling Psychology field. It will require several drafts.

Remember this is your work. So set your timeline based on how much effort and time you think you need to create a quality comprehensive portfolio.
Work with your committee to set a date for your Oral Exam of your Portfolio.

- Make sure you have at least two weeks between when you submit your portfolio (electronic copy) to your committee and when you schedule your orals (and no >1 month).
- You will need to submit a “Comprehensive Oral Exam” form to the Graduate School 2 wks. before the exam date.
- Your advisor will then send an email to your committee explaining the process and rating instructions.
SUBMISSION PROCESS--PORTFOLIO

Give no more than 5 separate files to your committee.

1. Ch. 1 & 3 of your dissertation proposal (and Ch. 2 if you've already proposed)
2. Your Cover Letter, Internship Essays, & CV
3. Your case conceptualization (password protected)*
4. Your Integrated Report (password protected)*
5. Your qualifying research project
6. Send the templates for the report & conceptualization to your committee.

*Only provide these items to your CEP committee members, not the dean’s rep. This should NOT be done by email, but rather by transferring the password-protected files via a flashdrive in person.
For the password protected files, please do the following:

- a. take the files on a password protected USB to your CEP Committee members only.
- b. request to your committee that they NOT print a hard copy of the files, but rather have them copy the password protected files to their password protected device and keep them there.
- c. After Comps are over they should delete the password protected files from this device.

After you provide a copy of your comps to your committee you will need to provide the Training Director with these files on a USB so they can be stored in your student file. The password for the USB and the files is whatever password was used for the case conceptualization the year you were in Advanced Prac.
Your Departmental committee members rate each of your portfolio sections using a scoring rubric within two weeks (Grad School Rep doesn’t rate your portfolio).

Your Departmental committee members will then submit their ratings to your advisor via campus mail or email within two weeks (usually they bring them to exam).

Rating scale for the entire portfolio:

- 3 = Pass with Distinction (a minimum rating of 3 on all competencies with some 4s or 5s)
- 2 = Pass (a rating of 3 on all competencies )
- 1 = Adjourn to address concerns (two ratings of a 1 or 2)
- 0 = Fail (more than two ratings or a 1 or 2)
**EVALUATION PROCESS (CONT’D)**

- The Oral Examination Process ~ 2 hours
  - The first hour of orals allows committee members to ask follow-up questions to assess your understanding of the topics covered in your portfolio and coursework.
  - The second hour of orals will focus on your ability to apply your knowledge to a specific case vignette.
    - Questions will be drawn from coursework, practica, and fieldwork experiences.
    - Important part of orals is your ability to accurately describe theoretical constructs and apply them to the vignette.
  - Advisor’s role is to facilitate the oral exam by making sure all committee members have time to ask questions.
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<tr>
<th>Outcome</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Pass OR Pass w/Distinction</td>
<td>Rating of 3 on all items</td>
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<tr>
<td>Adjourn</td>
<td>Two ratings of a 1 or 2. Re-do those sections &amp; reconvene committee this semester (usually after 2 wks)</td>
</tr>
<tr>
<td>Fail</td>
<td>More than two ratings or a 1 or 2. Re-do these sections &amp; reconvene committee the next semester</td>
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Success admits the student to doctoral candidacy (aka you can now call yourself a *Doctoral Candidate*)

Two outcomes are possible in the case of failure:
- A second examination after the lapse of at least one semester
- Termination from the doctoral program

In all cases, there needs to be at least 16 weeks (preferably one year) between passing the comprehensive examination and *defending* your dissertation
QUESTIONS?