

PRACTICUM PORTFOLIO EVALUATION FORM

**ARGOSY UNIVERSITY, CHICAGO
MA COMMUNITY COUNSELING**

.....
Student Name: _____ Seminar Leader: _____

Training Year: Fall _____ Date of Receiving the Portfolio: _____

Component A: Case Report (Please circle)

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..... **High Pass** (All items score 5 or higher)

Pass (10 or more items score 4 or higher)

**Pass with
Revision** (2 to 4 items score below 4)

Fail (5 or more items score 3 or below)

Component B: Self- Appraisal Paper (Please circle)

Grade: High Pass (The paper directly addresses all the questions and demonstrates a high level of self-awareness, as well as excellence in reflecting on the experience, presenting clear ideas and plans for improvement, and showing a great readiness to proceed to another level of training.)

Pass (The paper addresses all the questions and reflects an adequate level of self- awareness, an acceptable level of reflection on the experience, adequate ideas and plans for improvement, and an appropriate level of readiness to proceed to internship.)

**Pass with
Revision** (The paper only responds to some of the questions and only partially addresses the other questions; displays a low level of self-awareness, limited ability to reflect on the experience, limited ideas or plans for improvement, and a limited level of readiness to proceed to internship.)

Fail (The paper does not respond to questions properly in general, reflects very limited or no self-awareness, and/or very limited or no reflection on the experience; displays a lack of desire, ideas or plans for improvement, and shows a very limited readiness to proceed to internship.)

Component C: Student's Perception on Site Supervisor Submitted Not Submitted

Component D: Student's Evaluation of Site Submitted Not Submitted

Overall Grade: High Pass Pass Pass with Revision Failure

Practicum Seminar Leader Signature

_____ Date: _____

Component A: Practicum Case Report

Rating Scale:

6	Excellent Competence
5	Strong Competence
4	Adequate Competence
3	Slightly Below the Required Competence
2	Significant Below the Required Competence
1	Unacceptable Level of Performance

Items 1 & 2 correspond to: Assessment of Client

1. Student has provided a comprehensive description of the client, including both relevant behavioral patterns and historical, developmental information. (i.e., development, cognitive, affective, social, biological and medical domains are appropriately addressed.)

Rating: 1 2 3 4 5 6

Comments: _____

2. Student has integrated relevant issues of diversity including: social, ethnic, racial, cultural, gender, sexual orientation, economic, and disability factors that organize and impact psychological functioning

Rating: 1 2 3 4 5 6

Comments: _____

Items 3 & 4 correspond to: Case Formulation & DSM IV Multi-Axial Diagnosis

3. Student has provided a concise case formulation or conceptualization consistent with his/her theoretical orientation and/or discipline (e.g., career counseling) and including an appropriate DSM-IV multi-axial diagnosis, if appropriate.

Rating: 1 2 3 4 5 6

Comments: _____

4. **Student documents his/her formulation or conceptualization with relevant data from the social history, therapy or counseling sessions, observations, etc.**

Rating: 1 2 3 4 5 6

Comments: _____

Items 5 & 6 correspond to: Treatment Recommendations & Progress Report

5. **Student provides an appropriate treatment and/or vocational plan and rationale, specific to the client and the theoretical perspective.**

Rating: 1 2 3 4 5 6

Comments: _____

6. **Student discusses specific interventions or strategies which expand the treatment/vocational plan and facilitate implementation of the plan.**

Rating: 1 2 3 4 5 6

Comments: _____

Items 7 & 8 address Demonstration of Skills

7. **Student demonstrates empathic, listening, and communication skills during taped session**

Rating: 1 2 3 4 5 6

Comments: _____

8. **Student demonstrates appropriate intervention skills during taped session.**

Rating: 1 2 3 4 5 6

Comments: _____

Items 9 & 10 correspond to: **Analysis of Counseling Process & Self-Evaluation**

9. Student can evaluate his/her therapy or counseling skills for the taped session and is able to discuss both therapeutic (effective, useful) and counter-therapeutic (ineffective, not useful) exchanges.

Rating: 1 2 3 4 5 6

Comments: _____

10. Student can evaluate therapeutic or vocational progress on the case in terms of changes in the client's functioning and can point to interventions and attitudes that have facilitated or hindered the client's overall movement.

Rating: 1 2 3 4 5 6

Comments: _____

11. Student exhibits good professional writing skills.

Rating: 1 2 3 4 5 6

Comments: _____

Please return this form to:
Practicum Seminar leader or
Dr. Gary Koch,
Director of Training, Counselor Education Dept.
ARGOSY UNIVERSITY, CHICAGO CAMPUS
225 N. Michigan Ave., Chicago, IL 60601

e-mail to: gkoch@argosy.edu

Revision of Practicum Portfolio

The practicum leader will need to use the **Remediation Plan** form to specify related remedial work. Both practicum leader and student should have a copy of the form after they both sign the form. Please also attach the form with the Evaluation to the MACC ADOT.

For students who receive a **Revision and Resubmission** grade:

1. Students may have **up to four weeks** to submit their Portfolio revision, the areas of revision and actual date of resubmission will be at the discretion of the Practicum Leader as signed in the Remediation Plan; and
2. These students may start to accrue internship hours;
3. However, if the result of the revision is less than satisfactory, students will need to convert those internship hours back to practicum hours, and need to redo their practicum portfolio with another taped session;

For students who **fail** the Portfolio:

1. They have to redo and resubmit the whole practicum portfolio within four weeks of the reception of the grade;
2. They cannot start accrue internship hours until they obtain a passing grade from the resubmission;
3. They can have only **one chance** opportunity to revise the Portfolio in order to attain a satisfactory grade. Unsuccessful revision attempts will lead to further remedial recommendations, including a possible referral to the Student Professional Development Committee.

RESULTS AFTER REVISION

Component A: The Case Report

Please indicate the new overall grade of the revised portfolio as well as the new numeric grades for each of the revised items.

Items to be Revised	Original Rating	Final Rating
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Final Overall Grade after Revision:	High Pass	Pass	Fail
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Component B: The Self Appraisal Paper

Final Grade after Revision:	High Pass	Pass	Fail
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Practicum Seminar Leader Signature:

_____ Date: _____