**Master’s/EDS Mental Health Exit Interview Guidelines and Portfolio Rubric**

The portfolio will depict the student’s development in **Mental Health** Counseling in four domains: (a) knowledge, (b) skills, (c) practice, and (d) professional and personal development. The artifacts will be initially prepared and reviewed during group supervision. Students upload all portfolio artifacts to a flash drive or external drive and then deliver the flash drive or “share” the folder with their advisor at least one week before their exit interview. The artifacts are described in greater detail below.

Students should email their integrative theory paper and reflections (as described below) to their exit interview committee members one week prior to their exit interview. Then, three days before their exit interview, they should email their case conceptualization to their committee members. On the day of the exit interview, they should bring two clips from session(s) that demonstrate their theory, and two transcripts of the session(s) clips (5-10 minutes each).

The exit interview will last approximately one hour. Refer to the Counselor Education Handbook for additional guidelines regarding preparation for the exit interview.

There are three types of artifacts:

1. Artifacts associated with specific courses, or Signature Assignments, are evaluated by the course instructor. The assignment is evidence that this standard was met in the course. These documents need to be uploaded to a flash drive or external drive.
2. Reflection papers and goal statements are required for each of the four domains (listed above) to provide (a) evidence of growth and (b) a plan for continued development. Upload these to a flash drive or external drive in addition to emailing them to your committee one week in advance with your integrative theory paper. A “reflection of personal growth and development and goals for continued learning” in each domain must include the following to have successfully “met” this area:

a. Reflection of growth across course of study

b. Identified strengths (evidenced by examples from the portfolio)

c. Areas for continued growth

d. Specific and measurable goals for addressing areas for continued growth

e. Specific and measurable goals for continued development

1. Evidence regarding the additional artifacts within the professional and personal development domain.

Below are listed each domain and required artifacts and/or signature assignments for that area.

**Checklist to Prepare for Your Exit Interview**

**\_\_\_\_\_** Write your integrative theory paper using the guidelines in the Counselor Education handbook.

**\_\_\_\_\_** Write your reflections for each of the domains below using the guidelines listed in item 2 above.

**\_\_\_\_\_** Select two video/audio clips (5-10 minutes each) that demonstrate the application of your theory and write a case

conceptualization/synopsis about the client in each. You can use the same client or different clients for the videos.

**\_\_\_\_\_** Upload artifacts (signature assignments, integrative theory paper, reflections, and other required documentation) as listed in the

rubric below to a flash drive or external drive and deliver or “share” the file with your advisor one week before your exit interview.

**\_\_\_\_\_** Email your integrative theory paper and your reflections to your adviser and exit interview committee one week before your exit

interview.

**\_\_\_\_\_** Email the de-identified case conceptualization/synopsis of the client(s) that correspond to your video/audio clips to your adviser and

exit interview committee three days before your exit interview.

**\_\_\_\_\_** Transcribe the two 10-minute video/audio clips, make copies of the transcripts for each member of your exit interview committee, and

bring them with you the day of your exit interview.

**\_\_\_\_\_** Bring your two video/audio clips on a HIPPA compliant media to your exit interview to show to your committee.

**\_\_\_\_\_** Bring a printed copy of the confirmation that you completed the exit survey to your exit interview.

**\_\_\_\_\_** Check out a computer from the tech office (located under the library) to play your video/audio clips during your exit interview.

**\_\_\_\_\_** Dress professionally for your exit interview.

**Exit Interview and Portfolio Rubric**

|  |  |
| --- | --- |
| **Student name:** | **Date:** |

**KNOWLEDGE DOMAIN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Criteria*** | **Artifacts and/or Signature Assignments** | **Unsatisfactory 1** | **Needs Improvement 2** | **Satisfactory 3** | **Outstanding 4** |
| **Knowledge** - Demonstration of a foundational knowledge of counseling in core areas from which the skills and practice of counseling are built. |  |  |  |  |  |
|  | *Program Assessment Plan*  MHS6200: Assessment in Counseling |  |  |  |  |
|  | *Career Development Portfolio*  MHS6340: Career Development |  |  |  |  |
|  | *Theoretical Orientation Paper*  MHS6401: Counseling Theories |  |  |  |  |
|  | *Diversity Case Study OR Diversity Program*  MHS6428: Multicultural Counseling |  |  |  |  |
|  | *Client Map OR Treatment Plan*  MHS6450: Substance Abuse Counseling |  |  |  |  |
|  | *Exit Essay*  MHS6471: Sexuality and Mental Health |  |  |  |  |
|  | *Group Case Conceptualization Paper*  MHS6480: Developmental Counseling |  |  |  |  |
|  | *Outcome-Based Research Proposal*  MHS7740: Research in Counseling |  |  |  |  |
|  | *Reflection of personal growth and*  *development in this domain & goals for continued learning* |  |  |  |  |

**SKILLS DOMAIN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Criteria*** | **Artifacts and/or Signature Assignments** | **Unsatisfactory 1** | **Needs Improvement 2** | **Satisfactory 3** | **Outstanding 4** |
| **Skills** - – Demonstrated skills and practices of effective basic and systems-oriented counseling process in a diverse culture. |  |  |  |  |  |
|  | *Final Tape Scoring Rubric*  MHS5005: Introduction to Counseling |  |  |  |  |
|  | *Create a Community Mental Health Center*  MHS6020: Counseling in Community Settings |  |  |  |  |
|  | *Treatment Plan*  MHS6071: Diagnosis and Treatment of Mental Disorders |  |  |  |  |
|  | *Individual Client Assessment*  MHS6200: Assessment in Counseling |  |  |  |  |
|  | *Family Genogram OR Family Interview*  MHS6430: Introduction to Family Counseling |  |  |  |  |
|  | *Group Design and Facilitation*  MHS6500: Group Counseling |  |  |  |  |
|  | *Reflection of personal growth and development in this domain & goals for continued learning* |  |  |  |  |

**PRACTICE DOMAIN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Criteria*** | **Artifacts and/or Signature Assignments** | **Unsatisfactory 1** | **Needs Improvement 2** | **Satisfactory 3** | **Outstanding 4** |
| **Practice** - Demonstration of skills in assessing client concerns, providing effective counseling to individual clients differing in developmental stages and presenting problems, and coordinating care/referral to other helping professionals/agencies as needed; participates in treatment planning meetings with other helping professionals |  |  |  |  |  |
|  | *Counseling Case Study of Client (Case analysis)*  MHS7805: Practicum in Counseling  MHS7830: Internship in Counseling and Development |  |  |  |  |
|  | *Integrated Theories Paper and Tape Demonstrations*  Exit Interview |  |  |  |  |
|  | *Reflection of personal growth and development in this domain & goals for continued learning* |  |  |  |  |

**PROFESSIONAL AND PERSONAL DEVELOPMENT DOMAIN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Criteria*** | **Artifacts and/or Signature Assignments** | **Unsatisfactory 1** | **Needs Improvement 2** | **Satisfactory 3** | **Outstanding 4** |
| **Professional and Personal Development** - Demonstrates skills in (a) self-care, (b) planning a program of personal and professional development, and (c) promoting awareness of ethical and legal issues |  |  |  |  |  |
|  | *Professional Disclosure Statement*  MHS6720: Professional Identity and Ethics |  |  |  |  |
|  | *Wellness Plan*  MHS 6720: Professional Identity and Ethics; MHS7805: Practicum in Counseling; MHS7830: Internship in Counseling and Development |  |  |  |  |
|  | *Evidence of membership in at least*  *one professional organization* |  |  |  |  |
|  | *Evidence of attending at least one professional development workshop/conference* |  |  |  |  |
|  | *Evidence of attending at least one*  *professional counselor organization meeting/event* |  |  |  |  |
|  | *Reflection of personal growth and development in this domain & goals for continued learning* |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Committee Chair/Advisor:** | **Signature:** | **Date:** |

Additional Committee Members:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_