

Portfolio Requirement

All students in the School Counseling and Mental Health Counseling options are required to complete a portfolio as a requirement of assessing CACREP standards and student learning outcomes. Students will begin compiling their OSU Professional Education Portfolios following admission to the M.S. Program in Counseling , School Counseling option.

A professional growth portfolio documents the candidates' accomplishments, learning and strengths related to the 2009 CACREP standards as well as competencies, standards, and outcomes adopted by the Office of Education Quality & Accountability, Oklahoma State Regents for Higher Education, Oklahoma State Department of Education, and Oklahoma State University's Professional Education Unit as appropriate to the particular degree.

For organization and presentation to external reviewers, candidates will complete their portfolios using LiveText Standard Edition (<http://livetext.com>), an online electronic portfolio development and management system. You can purchase/register your LiveText license by going to www.livetext.com and clicking on the Purchase/Register tab, at the current publication of this handbook the cost of a license to LiveText is one hundred and nineteen dollars. Be sure to associate your account with the institution Oklahoma State University—Main Campus so you can see our templates. Please use your CWID as your username if at all possible. The templates provide detailed instructions for completion of the portfolio and guidance in selection of artifacts from your courses to assist in assessing how you have met then standards in the course.

Once you login to Livetext, you'll see the dashboard. Click on New Documents, and choose the Portfolios tab from the Oklahoma State University menu of choices. Choose the template designated for your program, either School Counseling or Mental Health.

Scroll down and click on the Create Document button. Put your cursor at the front of the name of the portfolio and type in your name, first name and then last, and then click ok. The specific documents that will be required in each course to be uploaded are indicated in your syllabus for each course. Additionally, a table is available in the appendix specifying the specific assignments. Your first submission will be due upon completion of your first 30 hours and your second submission will be due in your last semester of matriculation. It is recommended that you upload your documents upon completion of the course in which they are required.

Portfolio submissions will assist faculty in assessing student learning outcomes particular not only to the 2009 CACREP Standards, but also school counseling certification requirements, as well as academic requirements for licensure as a mental health counselor in the state of Oklahoma.

There are two submissions required to the portfolio system. The first submission will include submission of your professional resume or curriculum vitae, which should include your current GPA as well as any professional activities and/or involvement in counseling organizations such as the American Counseling Association or any related divisions. The second submission will require the student to submit a revised of the curriculum vitae, as well as the artifacts specified for each of the courses