



THE UNIVERSITY OF LETHBRIDGE
FACULTY OF EDUCATION
Master of Counselling

CAAP 6699 Project: Professional Portfolio ¹

Spring Semester: January – April 2017

Contact Information

Instructor: Blythe Shepard, Ph.D., CCC
Phone: 403-329-2383
Office: TH 316
Email: blythe.shepard@uleth.ca
Skype: blytheshepard
Office Hours: By appointment (please email to arrange)

***Response time:** Expect up to a 24-hr turnaround time during the week. Please resend your message if you have not received a reply in this timeframe.

Overview:

Credit Hours: 0.0 – Graduate Studies

The intention of the professional portfolio is to provide you with a variety of independent and highly interactive opportunities to clearly articulate your strengths and “growing edges” related to self-growth and counsellor skills/abilities. Many of the reflective tasks will be integrated into a professional portfolio along with the development of a comprehensive five-year professional development plan. A professional portfolio is an expression of who you are as a counselling professional and should reflect your voice. You will have opportunity to integrate artifacts and examples that demonstrate your competencies, personal identity as a counsellor, and ongoing professional development plan. Professional portfolios can be used as an employment tool, marketing a private practice, and/or record of your ongoing professional development.

Objectives

Throughout this course, you will:

1. engage in active self study of your strengths and growing edges as a counsellor preparing to exit from the M.C. program which will be integrated into a professional portfolio and 5-yr professional development plan
2. using critical and reflective thinking, demonstrate the skills and knowledge acquired through the MC program
3. demonstrate your ability to engage in self-directed learning for ongoing professional development

¹ The standardized portion of the professional portfolio was developed and compiled July 9, 2010 by Dawn McBride, Ph.D. and Blythe Shepard, Ph.D. Jennifer Thannhauser, Ph.D. has developed the remainder of the syllabus.

4. engage in reflective thinking that demonstrates your ability to self-monitor and learn from your experiences
5. demonstrate acquisition of entry-to-practice competencies and/or identify ongoing professional development plans to acquire competency
6. provide constructive, in-depth feedback to fellow students
7. creatively integrate artifacts (e.g., symbols, examples, writing/counselling samples) into a professional, comprehensive portfolio that contains at minimum the following sections:
 - Current CV
 - Counselling philosophy or mission statement
 - Biographical sketch
 - Description/definition of counselling as a profession
 - Theoretical approach
 - Evidence of all courses taken with a syllabus for each course
 - Description of practica & work experience
 - Statement of professional goals (Five year plan)

Course Materials

Required:

American Psychological Association. (2010). *Publications manual of the American Psychological Association* (6th ed.). Washington: Author.

Trotter-Mathison, M., Koch, J. M., Sanger, S., & Skovholt, T. M. (Eds.). (2010). *Voices from the Field: Defining Moments in Counselor and Therapist Development*. New York: Brunner-Routledge.

**Note: Additional readings will be provided to supplement your learning and reflection at the instructor's discretion.

Evaluation

The course is graded as a Pass/Fail. A pass in this course is defined as earning a minimum of a B-grade.

Course Assignments	Weighting
Participation in Study Tasks & Online Discussions The structure and process of the weekly online lessons require that all students progress at a similar rate throughout this portion of the course. There is one pre-scheduled "reading week" where no lessons are held. There is NO individually selected "skip" week.	Pass/Fail
Personal Narrative	Pass/Fail
5-Yr Professional Development Plan	Pass/Fail
Professional E-Portfolio: Details will be outlined and posted on the Course Moodle site. A detailed list of the expectations for the preparation of the portfolio	Pass/Fail

will be posted on the Course Moodle site. The portfolio is a master learning activity where students continually refine their work over the course. Essential components are: <ul style="list-style-type: none"> • Mission Statement • Biographical Sketch • Definition of Counselling • Theoretical Approach 	
Professional Portfolio Presentation	Pass/Fail
Course Total	Pass/Fail

Note: The instructor will return your assignments with feedback until the instructor deems that the assignment has received a passing grade.

Course Policies

Academic accommodation policy: If you have a disability that requires academic accommodation, please follow the procedures outlined in the university calendar. In addition, please notify the instructor within the first week of the start of the course or for a more recent disability due to an accident or illness, no later than three days upon your return to class.

Academic dishonesty: This course adheres to U of L's policy and consequences for academic dishonesty. Please consult the calendar for the definition and consequence of this behaviour.

Assignment submission and late policy: All assignments are due on the specified date by 11:59 pm MST. A late policy of 5% per day including weekends applies to all assignments received after midnight.

Professional Writing Expectations: It is expected that your writing meets the expectations of a graduate level program, including abiding by the APA Publication Manual 6th edition. Writing must demonstrate appropriate standards of written communication; grammatical errors, lack of clarity, poor structure or organization are not acceptable.

Professional conduct: Students are subject to the student discipline policy for academic and non-academic offences in accordance with the University Calendar (www.uleth.ca/ross/academic-calendar/sgs). All students in the course are required to adhere to the Standards of Professional Conduct as outlined in the most recent edition of the University of Lethbridge Calendar, Faculty of Education section VI. Any violations will result in dismissal from the class and/or a failing course grade being awarded.

Standards of Professional Conduct for Master of Education Students:

<http://www.uleth.ca/graduate-studies/master-education/resources/beginning-your-program/professional-conduct>

College of Alberta Psychologists Standards of Practice:

<http://www.cap.ab.ca/Portals/0/pdfs/StandardsOfPractice.pdf>

Canadian Code of Ethics for Psychologists:

<http://www.cpa.ca/aboutcpa/committees/ethics/codeofethics/>

Canadian Counselling and Psychotherapy Association Code of Ethics:

<http://www.ccpa-accp.ca>

Privacy and Confidentiality: While faculty/staff and students are expected to take all possible precautions to safeguard the personal information that is exchanged in each course, whether it be in discussion forms, web conferencing, recordings, assignments, etc., there is no guarantee of confidentiality

Student Resources

For Moodle

- <http://moodleanswers.com/>
- <http://www.moodleanswers.com/index.php/information>

For general IT assistance:

- <http://www.uleth.ca/information-technology/desktop/help>
- <http://www.uleth.ca/information-technology/resources/tips-tricks>
- <http://www.uleth.ca/information-technology/services>

Grading Faculty of Education

Grading Schedule for Graduate Classes

Percentage Grade	Alpha Grade	Pass/Fail
97 – 100	A+	Pass
93 – 96	A	Pass
90 – 92	A-	Pass
87 – 89	B+	Pass
83 – 86	B	Pass
80 – 82	B-	Pass
77 – 79	C+	Fail
73 – 76	C	Fail
70 – 72	C-	Fail

Note: Any course with a grade of less than B- cannot be considered for credit in the M.C. Program.