

Comprehensive Portfolio Requirements Revised May, 2017

Instructions: This handout describes the documents or “artifacts” that you are asked to submit to your committee in the form of a portfolio for your comprehensive exams. The purpose of each artifact is to provide evidence that you have mastered a specific skill or acquired a body of knowledge necessary to function effectively during internship and as a new professional after graduation. Because the emphasis is on demonstrating knowledge and skills, if you have completed a course assignment or other work product that you believe provides substantially the same evidence of your mastery as a particular artifact, you may ask your advisor’s permission to submit this written work for your portfolio in lieu of an artifact.

Your artifacts should be organized into a three-ring binder, with clearly tabbed divisions corresponding to each of the domains. Please clearly label each artifact as suggested by the subheadings below. Each artifact should begin on a new page. You must use APA editorial style for each written assignment. However, please use single spacing for any documents you are creating for the first time for this portfolio. Insert a blank line between single spaced paragraphs. (Of course, you are not required to change the format of work products created previously that you submit to meet requirements of a particular artifact.)

For artifacts created for this portfolio, use 12-point font, with 1 inch margins on all sides except 1.5 inches on the left to facilitate the 3-hole punch. Some artifacts have guidelines for total length of the paper. If no guideline is specifically mentioned, you should write only as much as you believe is necessary to adequately meet the requirement. Note that the portfolio will not be returned to you. It becomes the property of the program because it will be needed for our APA accreditation site visit. Label the cover of the binder as follows, with each line centered, and double spacing between each line except as noted:

Portfolio Submitted in Partial Fulfillment of the Requirements
for Doctoral Comprehensive Examinations
Counseling Psychology Program
University of Tennessee

<< space down one inch>>
your name
month and year

Some of the points below do not involve written material, but instead provide suggestions about questions to anticipate for your oral examinations. *Items not requiring a written response will be in italic type.* You are encouraged to prepare brief written outlines that will be useful to use as study aids to answer these questions. You are not required to provide copies of these outlines in the portfolio, but you are welcome to do so if you wish.

Also please note that there are two Counseling Program forms that you and your comps committee must complete after your oral examination. Please make sure you complete the Student Evaluation Form and that the Committee Evaluation Form is distributed to your committee prior to your oral examination. You can obtain these forms from Mary Ellen and return your form to your advisor.

A. Self-Assessment and Professional Development Plan

A.1. Your updated curriculum vita, formatted as you would for a your internship application.

A.2. Practicum Training Documentation form, summarizing the hours of clinical training you have completed in various categories required by the AAPI internship application.

A.3. Autobiographical Essay. [Note: This artifact is the answer to Essay #1 that will be required on your internship application “AAPI.” Your answer must be limited to 500 words or less.] Please provide an autobiographical statement. There is no “correct” format for this question. Answer this question as if someone had asked you, “tell me something about yourself.” It is an opportunity for you to provide the internship site with some information about yourself. It is entirely up to you to decide what information you wish to provide along with the format in which to present it.

A.4. Career goals statement. Please provide a paragraph describing the position you expect to be seeking immediately after graduation. Provide two additional paragraphs describing the position you hope to hold 3-5 and 7-10 years after graduation. What responsibilities and activities will each of these positions involve? Include a description of the additional credentials that you will need for these positions, for example, licensure as a psychologist, academic tenure, status as a health services provider.

A.5. Surveying the field. (a) What type of internship setting would be the best preparation for the career path you have described? (b) Summarize what current or recent interns have told you are some of the keys to being matched for this type of internship. (c) Interview at least two professionals currently in the field holding positions similar to the ones you have described in your statement of career goals. What do they describe as the keys to successful preparation for this career? What do they describe as keys for successful interviewing and job application strategies? (Suggested length: 1-2 pages).

A.6. Self-Assessment statement of your strengths and areas most in need of development. Using the remaining domains of this portfolio as a framework, write two paragraphs for each domain describing what you view as (a) your strengths in a given domain, and (b) the knowledge or skills you believe you still need to acquire in this domain to function in the career you have described in your Career Goals Statement. Note that your answer to “b” for some domains may be that you need no further preparation in this area for the career path you plan to pursue. Finally, describe your goals for internship training, and how you hope your internship will help advance your prospects for success in the career you have chosen.

B. Research Competencies

B.1. Research interest area. Write a brief paragraph describing in general terms your interest area for dissertation research.

B.2. Research proposal. Choose one of these three general types of research design: (a) qualitative, (b) correlational, or (c) experimental or quasi-experimental. Your choice should be the one of these three that best fits your plan for dissertation research. **You may use the most up-to-date draft of your dissertation proposal to meet this requirement.** Write a proposal for research that matches the style and content of the introduction and method sections of published articles in APA journals, such as the *Journal of Counseling Psychology*. The introduction should be limited to 4-5 single spaced pages. It should adequately review the literature and make the case for the importance of your study. The introduction should conclude with a paragraph describing hypotheses, research questions, or general goals in the style that is appropriate for this approach to research. (See recent issues of JCP for examples.) The introduction should be followed by a Method section appropriate for the research design you have selected. Unlike JCP Methods sections, your Method section should be written in the future tense to reflect that this is a plan for research that has not yet been completed. In other respects, you should match the tone and content of JCP Method sections. This artifact should also contain an up-to-date reference list. Suggested length for this artifact is 7-10 single spaced pages.

B.3. Pursuing the same general research area with other approaches. For the previous artifact you were asked to write an integrated introduction and method section for one of three general research designs. For this artifact you are asked to write an alternative Method section, using the one of the two designs that you did not choose previously. This research design does not have to closely parallel the research questions for B.2, but it should be an investigation pursuing the same general area of research described in B.1. For example, if in B.1 you described an interest in multicultural counseling competencies (MCCs), and for B.2 you described a study investigating how counselor's self-estimates of MCCs were correlated with supervisors evaluations and with client satisfaction, for this artifact you would need to describe either a qualitative study of MCCs, or an experimental study of MCCs, but neither would necessarily need to involve supervisors' ratings or client satisfaction. For this artifact you will not provide a full introduction, but your Method section should be preceded with a "the purpose of this study is" statement that commonly appears as the last paragraph of the introductions. Match the tone and content of JCP Method sections, except that you will use the future tense. Generally this should be 3-5 single spaced pages, depending on the number of measures and extent of detail required to adequately describe the procedures.

General requirements for artifacts B.2. and B.3. The qualitative Method section should describe the particular paradigm your study will follow (e.g., Grounded Theory, Phenomenological, Mixed Methods, CQR), together with the procedures that are appropriate to this paradigm for ensuring trustworthiness and credibility of the data. The experimental and the correlational or quasi-experimental Method sections should present the results of a power analysis indicating how many research participants will be needed to ensure statistical power of .80 for the effect sizes you expect. Experimental designs should describe manipulation checks, if appropriate. Information on validity and reliability should be provided for all measures.

B.4. Knowledge of quantitative methods. Select one of the two quantitative designs you have described in B.2 or B.3. For this artifact, you are to write the framework for a Results section. **You may use the Results section of your pre-dissertation project, Master's thesis, or your Dissertation (if completed) to meet this requirement.** Describe step-by-step each of the quantitative statistical procedures you would use. Describe methods you would use for preliminary analyses of participants' demographic characteristics, reliability of measures you have used, and perhaps also validity. Describe any exploratory or data-reduction procedures you plan to use. Next describe statistical tests for each of the hypotheses or research questions you have proposed. How will you determine whether assumptions of these quantitative methods have been satisfied by the data? What follow-up analyses would you conduct, if any? How will you address issues of Type I and Type II error?

B.5. Critique of quantitative and qualitative research designs. (a) Using a "threats to validity" framework that features internal validity, external validity, and statistical conclusion validity, critique the quantitative study you have described. What are the major threats to validity and how did you propose to control for them? (b) Using a trustworthiness or credibility framework (Morrow, 2005, JCP 250-260) describe how a qualitative design can ensure trustworthiness and credibility of its conclusions.

B.6. Knowledge of important themes in contemporary counseling psychology research.

(a) Select one manuscript published within the past three years from either *Journal of Counseling Psychology* or *The Counseling Psychologist* that is not directly related to your dissertation research and that you think represents an important contribution with the potential to shape the direction of the field of counseling psychology (this manuscript may represent an empirical or conceptual/theoretical contribution). First, summarize/describe the research or theoretical arguments of the manuscript, and then explain how this manuscript represents an important frontier for research in counseling psychology.

(b) Select an additional manuscript published within the past three years from another journal of your choice that is focused on issues central to counseling psychology (e.g., *Cultural Diversity and Ethnic Minority Psychology*, *Journal of Diversity in Higher Education*, *Journal of Vocational Behavior*, *Psychology of Sexual Orientation and Gender Diversity*, *Psychology of Women Quarterly*) and that you think represents an important contribution with the potential to shape the direction of the field of counseling psychology (this manuscript may represent an empirical or conceptual/theoretical contribution). First, summarize/describe the research or theoretical arguments of the manuscript, and then explain how this manuscript represents an important frontier for research in counseling psychology.

C. Multicultural Competencies

C.1. Self-awareness. Prepare an essay that demonstrates your personal self-awareness of and sensitivity to multicultural issues, broadly defined (e.g., race, ethnicity, gender, sexual orientation, socioeconomic status, religion/spirituality). This may include personal explorations of (a) your own socio-cultural heritage, worldview, values, biases and prejudices as they relate to multicultural interactions and counseling, or (b) an exploration of your multiple identities and how the relative privilege/oppression associated with each has influenced your individual experiences, values, biases, and assumptions. Be sure to include your understanding of the ways in which power, privilege, and oppression have operated either consciously or unconsciously throughout your life. **You can use your sociocultural autobiography/identity development paper from your multicultural class as a starting point for this artifact. However, you are expected to update your paper by incorporating what you have learned and how you have developed in your awareness of your identities from your first year in the program until now.**

C.2. Critiquing established theories of change. Prepare an essay that identifies a well-established, dominant theory of change in psychotherapy (e.g., psychodynamic, family systems, cognitive behavioral) and describe the multicultural/feminist critiques of this established theory. You should describe the degree to which multicultural/feminist theories can be incorporated into this established theory of change.

C.3. Experience with diverse populations. Please describe your experience and training in work with diverse populations. Your discussion should display explicitly the manner in which multicultural / diversity issues influence your clinical practice and case conceptualization. [Note: This artifact is Essay #3 taken directly from the AAPI. Your answer must be 500 words or less.]

C.4. Practice guidelines. [Note: This section does not require a written artifact. You only need to be prepared to discuss these areas at your Oral Exam.] Familiarize yourself with the various diversity related APA competency guidelines for practice (e.g., multicultural, girls and women, lesbian/gay/bisexual). Discuss how you would broach these issues with clients and how you would integrate relevant multicultural issues, knowledge, and APA guidelines into your case conceptualizations, treatment plans, and counseling work with clients.

C.5. Multicultural counseling and case conceptualization. Requirements for becoming a culturally competent counseling psychologist include increasing awareness of one's own cultural values and biases, increasing knowledge of clients' worldviews, and using culturally appropriate strategies and intervention skills. To demonstrate your multicultural awareness, knowledge, and skills as a counseling psychologist, you will be given a case vignette of a client that requires you to apply multicultural competences. Using the case vignette, please discuss your conceptualization of the client, what additional information you would like to know, and how you would work with the client based on their multicultural concerns. Students will be given the case vignette during the summer before you plan to complete your comps. Students should also be prepared to discuss their own multicultural case example during the oral exam.

D. Assessment Competencies

D.1. Write an integrated assessment report using at least 2 psychological tests (in addition to interview material). This can be a report you completed at a practicum site or the final report from one of your assessment courses. The report should be constructed similarly to reports completed during the assessment course series. Thus, sections should include reason for referral, assessments administered, test scores, background information, behavioral observations, interpretation of assessment results, and recommendations for treatment based on these results. Please include a DSM-IV diagnosis. Some internship sites require an example of an integrated assessment report as part of the application process.

D.2. Either using a case study from a relevant course or from a client you have worked with, please discuss the process you used to determine the client's probable diagnosis (or diagnoses). If you are using a client you have worked with, rather than an already-prepared case study from a course, please write a one-page case study "summary" for the client. Please remove information that would allow identification of the client. In your brief essay (1-2 pages maximum, not including the case study itself), you should include relevant diagnoses you considered and what lead you to these potential diagnoses (e.g., specific symptoms, history, intake information, etc.) Did you rule out any possible diagnoses? If so, what caused you to eliminate these diagnoses from consideration?

E. Application of Foundations Knowledge

E.1. a-c. Select three areas from the following list of psychological foundations, biological bases of behavior, social bases of behavior, cognitive/affective bases of behavior, individual bases of behavior, developmental bases of behavior, or history and systems of psychology. For each of these three areas select a theory, model, or body of literature from that area and apply it in your choice of one of the following two ways: (1) How does this body of knowledge help improve the effectiveness of a counseling intervention you might deliver? or (2) How might you apply this theory or model to help inform a research question designed to explore a question of interest to Counseling psychologists. You can mix and match for your three answers. For example, (a) from Social Bases of Behavior, you might choose a theory and body of research on attitude change to explain how an intervention designed to combat heterosexism in high schools could be improved; (b) from Developmental bases of behavior, you might select Piagetian concepts of assimilation and accommodation to describe a research study of how trauma survivors come to understand and make meaning of their experience; and (c) from Individual bases of behavior you might apply a body of knowledge about impulse control to help improve an intervention to prevent relapse in substance abuse treatment. (Suggested length: 1-2 single spaced pages for each of the three components.)

F. Theories and Practice Competencies

F.1. Brief statement of theoretical orientation. Please describe your theoretical orientation and how this influences your approach to case conceptualization and intervention. You may use de-identified case material to illustrate your points if you choose. [Note: This artifact is the answer to Essay #2 that will be required on your internship application "AAPI". Your answer must be limited to 500 words or less.]

F.2. Personal theory of psychotherapy change. In this artifact you are asked to describe how your personal theory of psychotherapy change guides your thinking about clients and helps you develop a treatment plan. Your personal theory should borrow from all the sources available to you -- the writings of other therapists, texts on counseling and personality theory, observations of your colleagues, clients you have already seen. You should provide citations for the work of others that have inspired you in previous readings. Most of all, your theory of change will come from your own private reflections. Your personal theory will serve as a compass to direct your work with clients. Developing one's personal theory of counseling is a lifelong task. In your career, each new client, each new colleague, each new text or article you read may have something to offer that causes you to re-think your personal theory. This artifact should provide a snapshot of your current thinking. Use a total of 3-5 single spaced pages to provide your answers to each of the following four questions:

a. What motivates human growth and development? (i.e., What is the "engine" that drives an individual's functioning in the world? What are the goals that all humans seek to achieve?) You may think there is no engine or guiding force, or that it is an exceedingly simple one such as "survival". If so, please describe your beliefs. Your answer should incorporate your definition of psychological health and optimally adaptive functioning.

b. What forces or influences cause "psychopathology" or "problems in living" to develop? (Use your own preferred term here.) Your answer should describe how the process you describe in question "a" above gets off track and leads to the development of maladaptive patterns, emotional/psychological pain, etc. You should also include the role of cultural and social context influences in your answer to both "a" and this question "b". Your answer should also include your beliefs about the biological bases of some presenting problems.

c. How do clients attempt to cope with the influences you have described in "b"? Your answer should describe both (1) healthy, adaptive coping which accounts for why clients are able to handle the negative influences described in "b" without professional help; and (2) maladaptive coping, which might provide some partial containment of the negative influences you have described in "b", but which leaves the client "compromised" in some way that prompts her/him to seek counseling.

d. How does psychotherapy facilitate the change process in order to counteract the negative influences you have described in "b"? How does your model of psychotherapy account for the adaptive and maladaptive coping strategies you have described in "c"? Does your model in some way harness the natural forces of development you have described in "a"?

Note: An important criteria for evaluating this artifact will be how well integrated your answers are across these four elements, that is, does your answer to each succeeding element build upon the answers given to previous elements?

F.3. Case conceptualization and treatment plan. For a client you have worked with, develop a theoretically driven case conceptualization and treatment plan. The case conceptualization and treatment plan should be similar to what you learned in the advanced counseling theories course and should integrate your theory of change, client history, research literature related to the presenting problem(s), diversity issues, and the sociopolitical context of the problem(s). The treatment plan should flow from the case conceptualization and include two sections: 1) treatment plan, interventions used, and progress thus far and 2) future long-term 15 additional session treatment plan. The paper should clearly demonstrate who this client is, what her/his current struggles and presenting issues are, how your theoretical orientation and the research literature helps you understand this client, how many sessions you saw the client for, what you worked on during your therapy sessions, and what you would work on if you had 15 more sessions with this client.

F.4. Evaluating effectiveness. Based on your knowledge of research methods, describe in detail the procedures you would use to provide empirical evidence to an outside evaluator that the therapy you describe for both the treatment plans in artifact F.4 is effective with a single client under review. Your answer should describe pre- and posttreatment assessment, as well as process measures you might use during the course of treatment. What statistical methods would you use to evaluate these data?

F.5. Alternative treatment approaches. [Note: This section does not require a written artifact. You only need to be prepared to discuss these areas at your Oral Exam.] Describe how you would approach the client described in F.3 from the following perspectives: (a) cognitive behavioral, (b) feminist, (c) interpersonal / psychodynamic, (e) gestalt, or process-experiential, or “emotion-focused,” (f) family systems.

F.6. Group therapy. (a) How would you assess whether the client you have been describing would be appropriate for a “Yalom style” interpersonal therapy group? What would the benefits and risks of group therapy be for this client? (b) Discuss this client’s change process in terms of the therapeutic factors described by Yalom. (c) Would a structured psychoeducational group be beneficial, if so, what type of group? (Suggested length 1 to 1.5 single spaced pages.)

F.7. Career development. Describe how you plan to incorporate concepts from career development theory and the job satisfaction literature into work with clients. Your answer to this question should incorporate at least two distinct models of career development or lines of research. (Suggested length, 1-2 single spaced pages.)

F.8. Relationships in Therapy, Training, and Supervision. You should be prepared to answer each of these questions in your oral exam: (a) Research suggests that the working alliance may be the most important single ingredient in predicting successful outcome in therapy. In working with your clients how do you develop the most effective Bond, Goals, and Tasks aspects of your working alliance? (b) Provide an example of how you have deliberately structured a psychotherapy relationship with one of your clients in an attempt to provide a corrective emotional experience. (c) Lazarus suggests that therapists need to be “authentic chameleons” with their clients. What did he mean? Do you agree? Do you apply some part of this advice in your own work? (d) From your perspective as a supervisee, what is the ideal relationship you

might have with a supervisor? Describe important aspects of this ideal relationship and your interactions with the supervisor. What can you do with your next supervisor to help ensure that this type of relationship develops? (e) From your perspective as a practicum or field placement trainee, what is the ideal relationship and interactions you can have with classmates? What can you do with your fellow interns next year to proactively help ensure these ideal relationships develop? (f) Describe an example of a problematic emotional reaction you have had with a client (some might label as countertransference). How did you manage this reaction? (g) Provide an example of a dilemma or a “stuck spot” in your work with a client and how you used supervision in an attempt to resolve the issue. (h) What types of clients or situations in counseling have you discovered are most likely to evoke counterproductive emotional reactions for you? What have you attempted so far to try to manage these situations? (i) Describe a situation in which a client’s worldview, values, or strong beliefs were discrepant from your own. How did you approach this client to manage the differences?

G. Ethical, Legal, and Professional Issues

G.1. Ethical dilemma, personal example. Describe an ethical dilemma you have actually faced in your work with clients, your research, or your teaching. The first part of this artifact should focus on describing the nature of the dilemma and the inherent conflict. Which portions of the *APA Ethical Principles of Psychologists and Code of Conduct* might apply to this dilemma? Discuss the dilemma in terms of virtue ethics principles such as justice, autonomy, beneficence, non-maleficence. The second part of this artifact should focus how you actually resolved this ethical dilemma. Suggested length: 2 single spaced pages.

G.2. *Ethical and legal issues.* [Note: This section does not require a written artifact. You only need to be prepared to answer these questions at your Oral Exam.] (a) In the state of Tennessee, under what circumstances are you required to initiate a break in confidentiality with an adult client? with a child client? Whom do you contact in each of these circumstances? (b) In the state of Tennessee, if the following persons initiate contact with you and ask about your work with an adult client at a university counseling center, how would you respond if the request came from the client’s: parent? spouse? psychiatrist? probation officer? a police detective investigating a crime your client is accused of committing? (c) What does the legislation known as “HIPPA” require of psychologists?

G.3. Research ethics. Considering the research proposal you presented for artifact B.2. (a) What are the elements of informed consent that must be presented to your potential participants. (b) In addition to informed consent, what other ethical issues must be considered in this proposal, and how do you propose to safeguard participants and potential participants?

G.4. Current professional issues. [Note: This section does not require a written artifact.] To prepare for this set of questions, we recommend that you become familiar with major contributions that have appeared over the past three years in *The Counseling Psychologist*, and over the past two years in the *APA Monitor on Psychology*. In your oral exam be prepared to

discuss current topics and share your perspectives about issues of concern to Counseling Psychologists such as (but not limited to): prescription privileges for psychologists, psychologists' participation in interrogation of terrorism suspects; evidence based practice; mental health insurance parity

G.5. **Professional Organizations.** (a) Write one-half to one full single spaced page describing the American Psychological Association and its Division 17 (Society of Counseling Psychology). Your answer should include the history of its development, its current structure, and how it is governed. Include something about the annual convention of the APA. How can one join as a student and as a Ph.D. graduate? (b) Summarize the history of APA Division 17 and the major influences on its development. Your answer should include a description of how one joins as a student and as a Ph.D. graduate. What publications are sponsored by APA Division 17? How is the Division governed? What are special sections and interest groups? Suggested length: 1 to 1.5 single spaced pages. (c) In two brief paragraphs, describe two other APA divisions that interest you. (d) In 1-2 brief paragraphs, describe a professional organization other than APA or its Divisions that you might be interested in joining to further your professional development.

H. Social Justice Advocacy Competencies

H.1. **Theory of social justice.** Describe your personal definition of “social justice” and your orientation toward social justice advocacy work. Throughout your doctoral training, you should be developing your own definition/theory of “social justice” and your own orientation to social justice advocacy work (just as you have been developing a theoretical orientation that drives your individual and group counseling). Your definition and orientation may be based on the various perspectives on social justice you’ve read about and your own personal and professional experiences and values. Apply your definition/theory to a target population or social injustice with which you have worked or plan to work. Describe the systemic forces and social policies that have led to and perpetuated the oppression of this population, or this social issue. Next, discuss the history of interventions or social movements involving this population or social issue, and evaluate their effectiveness. Then describe what changes are needed to create a more socially just world for your target population (e.g., changes in interpersonal relations, public policy or laws, changes to social institutions), and changes that the population may be empowered to make for itself. You should include references to peer-reviewed journals and other reputable sources, as well as information gathered from your work with the target population. **You can use your theory of social justice paper from your social justice practicum class as a starting point for this artifact. However, you are expected to update this artifact by incorporating the feedback you received on this assignment.**

H.2. **Social action letter.** An important component of our program is our unique scientist-practitioner-advocate training model. In order to develop advocacy skills, it is important to develop skills in communicating social justice issues to broader society as a way to affect change. You will prepare a letter to the editor of a local newspaper or a post to a local, regional or national website contributing to the discussion of a particular social justice issue. You can also write a letter to a local, state, or federal legislator related to a particular social justice issue. You are expected to apply the concepts you learned in your multicultural psychology course and/or the social justice practicum course for this artifact. **You can use your social action engagement letter from your multicultural class or social justice practicum class as a starting point for this artifact. However, you are expected to update your letter by incorporating the feedback you received on this assignment. You may want to use the APA Federal Advocacy Guide as a resource in writing your letter (<https://www.apa.org/about/gr/advocacy/federal-guide.pdf>).**