

APPENDIX E: Rubric For Portfolio Defense

Date: _____ Name of Student: _____

University Supervisor: _____ Faculty Member: _____

Item to Be Evaluated	Target 2 points	Acceptable 1 point	Unacceptable No points
DEFINE			
Professional Standards:			
ASCA Ethical Guidelines	A copy of the American School Counseling Association’s ethical guidelines for the practice of school counselors (Rev 2016)	Does not include copy, but only URL.	Inappropriate information, no information or the combination above
	Evaluator Comments:		
ASCA School Counselor Professional Standards and Competencies	A copy of the American School Counseling Association’s Professional Standards and Competencies (Rev 2019).	Does not include copy, but only URL.	Inappropriate information, no information or the combination above
	Evaluator Comments:		
ASCA Role Statement	A copy of the American School Counseling Association’s role statement of counselors.	Does not include copy, but only URL.	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Student Standards:			
ASCA Mindsets & Behaviors for Student Success	A current copy of the standards advocated by ASCA regarding student academic, career, and social/emotional development	Does not include copy, but only URL.	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Section Reflection:	1-3 page reflection focused on importance of the artifacts in developing a School Counseling Program grounded in the ethical decision making process.	Only summarily discusses the artifacts of the component.	Evaluator Comments: Inappropriate information, no information or the combination above
	Evaluator Comments:		
MANAGE			
Program Focus:			
Counseling Program Rationale	A needs statement that dictates the benefit of implementing a counseling program or current counseling program rationale at school site.	Response does not match the target requested	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Beliefs and Philosophy	An agreed-upon set of guiding principles individuals follow when implementing a school counseling program or beliefs and	Response does not match the target requested	Evaluator Comments: Inappropriate information,

	philosophy of school counseling program at school site		no information or the combination above
	Evaluator Comments:		
Mission Statement	A statement that describes the program's purpose and provides a vision of what is desired for every student or current mission statement of school counseling program at school site	Response does not match the target requested	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Program Planning:			
Annual Administrative Conference	Description and example of agreement used by school site that outlines implementation of counseling program that includes administration, counselors, teachers, and staff.	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Advisory Council	Description and outline of the types and roles of individuals that would comprise and Advisory Council.	Response only includes partial information	Evaluator Comments: Inappropriate information, no information or the combination above
	Evaluator Comments:		
Calendar	A description and examples of forms to be utilized for planning a weekly and yearly calendar and schedule	Response only includes partial information	Evaluator Comments: Inappropriate information, no information or the combination above
	Evaluator Comments:		
Correspondence Forms	A description and examples of forms to be utilized with students, parents, and staff. These forms should explain and address permission for participation in various counseling services, workshop or in-service opportunities, and classroom guidance activities	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Curriculum Planning	Description and template to use for year-long curriculum planning	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Data	Summary of types of data collected, pertaining to School Counseling, and its use in the Annual Data Review	Response does not match the target requested	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Annual Data Review with School Data Summary	Summary of how to develop profile an Annual Data Review with School Data Summary including example of template that could be utilized	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		

Annual Student Outcome Goals	Summary of how to utilize data collected in School Data Summary to inform program including examples of templates that could be utilized	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Action Plan Explainer	Summary of how to utilize the Program Results Data process including examples of templates that could be utilized. Include: Curriculum and Group Mindset & Behaviors Action Plan Template(s) Closing-the-Gap Action Plan/ Results Report Template(s)	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Use of Time Calculator	An example of a template used to calculate the use of time in direct and indirect student services, program planning and school support, and non-school-counseling activities.	Response does not match the target requested	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Section Reflection:	1-3 page reflection focused on the use of Data in the Program planning process, in particular, focusing on the use of data, program results data, school data profile, and action planning process	Only summarily discusses the artifacts of the component.	Inappropriate information, no information or the combination above
	Evaluator Comments:		
DELIVER			
Direct Student Services:			
Lesson Plans	One (1) original classroom guidance lesson for each of the three domain areas in school counseling: Academic/Educational, Career/Occupational Social/Emotional Each lesson should include: -the topic, group goal, age/grade level, activities, materials, evaluation, follow-up plan	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Instruction (Whole Group)	Classroom Guidance Lesson Plan with video and written critique	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		

Instruction (Small Group)	A group plan for one of the three domains in school counseling: -Academic/Educational, Career/Occupational, or Social/Emotional. The plan should include: -computer literature search -rationale/justification -goals for group sessions -objectives for each group session -screening for membership -evaluation of outcomes -two additional activities that would allow this plan to span the developmental levels between primary and intermediate-aged students -two videos of this group: the initial session and one subsequent session	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Individual Counseling	Submit two (2) videos, via OneDrive link of individual counseling along with written reflection that includes approach taken, self-evaluation of skills, and effectiveness of sessions	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Individual Student Planning	Description and examples of the individual planning process. Include examples of forms potentially used by the school site for the individual planning process.	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Responsive Services	Description of responsive services utilized by school site and when implemented. May also provide assignment noting responsive services available within the community	Response does not match the target requested	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Special Education Information	-A copy of the current laws guiding special education -A description of procedures for identifying and assisting students with special needs (SAT, TAT) -Services available within your district -Guidelines for placement and assessments.	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Indirect Student Services:			

Referrals, Consultation, and Collaboration	Discussion of processes within your District for referring students and families to outside services, consultation, and collaboration. Include, in the discussion, the legal and ethical considerations surrounding referrals, collaboration, and consultation.	Response does not match the target requested	Inappropriate information, no information or the combination above
Evaluator Comments:			
Annotated Referral Resources	-Review and description of services utilized by school site -Reflect upon two specific services -Annotated listing of books, videos, and/or websites that can serve as resources for students, school counselors, and parents or guardians.	Response does not match the target requested	Inappropriate information, no information or the combination above
Evaluator Comments:			
Professional Organizations	A listing and description of professional organizations (national, regional, state) which counselors might find supportive in their profession.	Response does not match the target requested	Inappropriate information, no information or the combination above
Evaluator Comments:			
<i>Section Reflection:</i>	1-3 page reflection focused on importance of Direct Student Services as it pertains to program development. In particular, the reflection should touch on the value of Individual Counseling, Small Groups, and Classroom Guidance lessons.	Only summarily discusses the artifacts of the component.	Inappropriate information, no information or the combination above
Evaluator Comments:			
Assess			
<i>Data Analysis:</i>			
Annual Data Review Analysis with School Data Profile	Identify three areas of concern after analyzing the School Data Summary, outline a plan for intervention, and illustrate implementation timeline.	Response does not match the target requested	Inappropriate information, no information or the combination above
Evaluator Comments:			
<i>Program Results:</i>			
Analysis of Curriculum and Group Mindset & Behaviors Action Plan	Using the School Data Summary Analysis, develop a Curriculum and Group Mindset & Behaviors Action Plan including how you will be able to determine the effectiveness	Response does not match the target requested	Inappropriate information, no information or the combination above
Evaluator Comments:			
Analysis of Closing-the-Gap Action Plan/ Results Report	Using the School Data Summary Analysis, develop a Closing the Gap Action Plan/ Results Report including how you will be able to determine the effectiveness	Response does not match the target requested	Inappropriate information, no information or the combination above
Evaluator Comments:			

Reporting Program Results	Include 2-3 ways that a professional School Counselor would be able to disseminate the results from their Curriculum and Group Mindset & Behaviors, as well as, Closing-the-Gap Action Plans. If applicable, include an example or template	Response only includes partial information	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Evaluation and Improvement:			
School Counseling Competencies Assessment	-Copy of professional School Counselor assessment template. -Completed self-assessment	Response does not match the target requested	Inappropriate information, no information or the combination above
	Evaluator Comments:		
School Counseling Program Assessment	-Copy of School Counselor Program assessment template -Completed School Counselor Program assessment	Response does not match the target requested	Inappropriate information, no information or the combination above
	Evaluator Comments:		
Section Reflection:	1-3 page reflection will focus on your experience analyzing the Program Results pieces of the Accountability section.	Only summarily discusses the artifacts of the component.	Inappropriate information, no information or the combination above
	Evaluator Comments:		
ADDITIONAL INFORMATION			

Scoring: Target - (74-71 points = "A")
 Acceptable - (70-66 points = "B")
 Unacceptable - (below 66 points = "C" or below)