

June 6, 2019

Dear Counseling and Human Development Candidate:

On behalf of the Counseling and Human Development Program, I am writing to congratulate you for having successfully met the eligibility criteria established for admission to the portfolio phase of your program. Having reached the point of eligibility, you are required to submit your doctoral portfolio by **Monday, September 30, 2019 (11:59 pm)**. Information on the eligibility criteria and the submission process can be found below. This letter is also posted on the Doctoral Portfolio Blackboard site.

Eligibility Criteria for Submission of Portfolio

Counseling and Human Development (CHD) Program candidates must submit a portfolio when they meet the following criteria:

1. Completed (since matriculation) 18 or more credit hours by the portfolio due date.
2. Completed ED 506 - Concepts and Issues in Social Science Research.
3. Completed one additional doctoral level course in Counseling and Human Development.

If you have questions regarding your **eligibility** for the portfolio, please contact Claire Urbanowicz (curbanowicz@warner.rochester.edu).

The CHD Program will assign a failing grade to any candidate who is required to submit a portfolio but does not do so. A candidate who does not pass the portfolio after two required submissions will be withdrawn from the program.

Incomplete Grades

If you are taking a course in Summer 2019 that is included in the required 18 credit hours and receive an incomplete grade in the course, you are no longer be eligible to submit a portfolio in Fall 2019. Again, if you have questions regarding your **eligibility** for the portfolio, please contact Claire Urbanowicz (curbanowicz@warner.rochester.edu).

Purpose of the Portfolio Evaluation

The purpose of the portfolio evaluation is to provide you with feedback on your progress. Specifically, the evaluation allows the CHD faculty to assess at an early point in your program (1) the appropriateness of your Program of Study; (2) the quality of your scholarly writing; (3) your course grades; and (4) your anticipated research focus.

Portfolio Registration Process

Candidates must register for the Portfolio Review as follows:

1. Candidates will register in the fall semester, following notification from the Associate Dean of Graduate Studies that they are required to submit a portfolio, according to the guidelines specified.
2. Candidates will register for EDE 562 Portfolio Review: Counseling and Human Development – 0 credit hours

Required Portfolio Materials

Your portfolio must include the following materials:

1. An updated curriculum vitae or resume.
2. Completed Program of Study (POS): you need to make certain that you have an approved POS on record with Student Services. If you are unsure whether you have a completed POS on file with Student Services, you may confirm with Claire Urbanowicz (curbanowicz@warner.rochester.edu). If you do not have a completed POS, you and your advisor must complete it by the portfolio due date. If your program of study is on file with Student Services you need not submit a copy with your portfolio. Student Services will provide a copy to the Portfolio Review Committee.
3. Personal Narrative: The personal narrative should be no more than five (5) double-spaced pages (12 point font). In the narrative, you should do the following:
 - Explain how your current and anticipated coursework and other doctoral experiences have contributed to a coherent trajectory of intellectual growth and scholarship in the context of your anticipated future direction of your doctoral study. More specifically, the program faculty is asking that you clearly articulate your developing area of interest within the program, including your anticipated dissertation focus, and show how your coursework (including proposed future coursework), papers completed within your coursework, assistantships (where applicable), independent studies, and other curricular activities are helping to

support that interest. You should avoid providing a chronological account of your coursework as this is something that program faculty can discern from your transcript. Please note that the CHD faculty recognizes that your focus may change after your portfolio and as you progress further toward degree completion.

- Explain the selection of the paper you submitted with your portfolio.
4. Single Authored Paper: This paper is an extremely important element of the submission materials and will help faculty to determine if you are ready to move toward the more intensive writing required for comprehensive examinations and the dissertation process.

The paper must (1) be single-authored and (2) demonstrate your ability to conduct a literature review (i.e., the paper must have one or more sections that reviews academic literature). If the paper that you submit was completed as a class assignment, it must provide instructor's feedback/comments. If you made revisions to the paper in response to the instructor's comments, please include a copy of the revised paper as well. If you do not have a Warner doctoral course paper that is single authored and demonstrates your ability to conduct a literature review, you will need to write or revise a paper that meets the conditions for the portfolio (10-15 pages, double-spaced, 12-point font, with a minimum of 10 references). You should meet with your advisor before writing a new paper for the portfolio. For those needing to write a literature review for the purposes of the portfolio submission, instructor feedback/comments are not required.

Advisor/Faculty Role in Portfolio Preparation

You are encouraged to speak with your advisor about preparing your personal narrative and selecting the single authored paper you will include in the portfolio. However, your advisor is not permitted to review your narrative before submission. You may consult Writing Support Services to review your narrative.

Submission Process

Candidates are required to submit their portfolio via Blackboard. Please log into your Blackboard home page (<https://learn.rochester.edu>) to begin the process. In your "Continuous Courses" area you will find a new section: **CHD Doctoral Portfolios and Comps**

There you will find a course named: **Warner School CHD Doctoral Portfolio/Comps - Your last name**. Click on the Doctoral Portfolio Button and you will find a folder with your name. Click on that folder and you will find subfolders into which you will upload your materials.

Remember, you must submit your completed materials by **Monday, September 30 (11:59pm)**. If you need to scan materials such as your papers, scanning equipment is available in the Warner computer lab. **If you have questions regarding your portfolio submission on Blackboard contact Kristine Mager (kmager@warner.rochester.edu).**

Evaluation Process

CHD faculty will evaluate your portfolio, soliciting input from your program advisor as well as your course instructors.

It is important to underscore that CHD faculty will evaluate your portfolio with a view to the future based, in part, on past performance. The faculty will determine whether your portfolio demonstrates your ability to successfully complete your coursework and master the knowledge and skills (e.g., analytical and writing) to complete a dissertation. The committee will be looking for evidence that identifies coherence between your interests, Program of Study, motives, and scholarly work and trajectory. Again, you should use your personal narrative to make clear the coherence of your program, intellectual growth and trajectory, and how you plan to achieve your program goals.

Note: It is possible for a candidate to not “pass” a portfolio, even though the course paper included in the portfolio was given a grade of “B” or higher by a Warner faculty member. Producing a passing paper for a specific course assignment does not necessarily mean that you have met the portfolio requirements.

Notification of Candidates Regarding Results of Portfolio Assessment

The CHD Program Chair will communicate the results of the portfolio evaluation by Friday, November 29, 2019. The chair will communicate the results of the portfolio evaluation in a letter that will include the decision to pass or fail the portfolio as well as specific feedback regarding your current and projected progress toward degree completion and suggestions or requirements in terms of writing and scholarly direction. There are four possible decisions following the portfolio review:

1. **Pass** - your progress is acceptable or even exemplary, and there are no qualifications or conditions;
2. **Qualified Pass** - your progress is acceptable, but the faculty felt there were concerns that need to be addressed;
3. **Conditional Pass** - your progress will be deemed acceptable if you meet certain conditions;
4. **Fail** - your progress is unacceptable.

Candidates will receive a grade when the review is complete – Satisfactory (S) or Failure (E).

A candidate who fails the portfolio after two required submissions or has not met the terms of a conditional pass will be involuntarily withdrawn from their program.

Procedures Following Notification of Results

CHD faculty expects you to meet with your advisor to receive further feedback about the portfolio's contents and the feedback indicated in the letter. Candidates who receive a conditional pass or fail the portfolio will receive specific feedback about what steps need to be taken to improve the portfolio for the second submission, which has a deadline of **May 4, 2020**.

On behalf of the Counseling and Human Development (CHD) faculty, I congratulate you on reaching an important milestone in your doctoral program. If you have questions about this letter or any other issue concerning the portfolio, please contact Claire Urbanowicz (curbanowicz@warner.rochester.edu).

Sincerely yours,

A handwritten signature in black ink that reads "Brian O. Brent". The signature is written in a cursive style with a large initial "B".

Brian O. Brent, Earl B. Taylor Professor
Associate Dean of Graduate Studies