PROGRAM PORTFOLIO REQUIREMENTS

Introduction
All school psychology program candidates will develop an electronic programmatic portfolio designed to show evidence of knowledge and emerging skills. The programmatic portfolio was designed to be developmental in nature, beginning early in the program and finalized during the internship year. The portfolio must include artifacts showing evidence of the candidate’s ability to have a positive impact on children, families, schools, and other related entities. The portfolio will be associated with both the NASP Graduate Education Domains (2010) and the Wisconsin DPI Pupil Services Standards.

Purpose
The purposes of the portfolio are to help candidates engage in reflective practice, help measure positive impact on others, and to document evidence of knowledge and emerging skills gained during the program.

Structure
The School Psychology Program requires and collects an electronic portfolio. Candidates must organize an electronic “folder and file” system that includes content in each of the following main folders:

- **Folder #1**: Matrix of overlap between NASP and Wisconsin DPI domains
- **Folder #2**: NASP Graduate Education Domain statements and artifacts
- **Folder #3**: Personal Reflection Statement
- **Folder #4**: ALL Practicum and Internship Supervisor Evaluations

The portfolio must be saved to a flash drive and submitted to program faculty at regular intervals (for a timeline, see: [http://www.uwrf.edu/CSP/SchoolPsychologyStudentAssessment.cfm](http://www.uwrf.edu/CSP/SchoolPsychologyStudentAssessment.cfm)). The candidate must pass the portfolio rating process as rated by the faculty advisor, using the program’s portfolio assessment rubric. A *Professional Growth Plan* may be required for portfolios that are not developed at a satisfactory level.

Specific Content for Each of the Four Folders

**Folder #1**: Insert the program-developed NASP by DPI matrix. This matrix demonstrates how the NASP graduate education domains also meet the Wisconsin DPI Pupil Services Standards. Given the overlap in standards, candidate portfolio statements and artifacts will meet both NASP and DPI domains.

**Folder #2**: A reviewer must be able to find sub-folders for all 10 NASP domains. Each sub-folder must have a statement with the following three paragraphs:

1) The NASP domain definition
2) Summary of knowledge within each domain (coursework and other evidence of knowledge)
3) Summary of evidence of emerging skills in each domain (how artifacts contribute to domain)

Sample domain statements are available on the program webpage and D2L. When the final internship portfolio is submitted, at least four artifacts must be included for each domain. The
four must be chosen from the lists included in this document. In the summary of evidence of emerging skills (paragraph three), candidates must explain briefly how each artifact included is evidence for success in the domain. For example, for NASP domain #1, a candidate might indicate, “I have included my SPSY 622 behavior change project as one piece of evidence for my emerging skill in data-based decision making. The professor indicated I included all required aspects of the project and that my data are indicative of high level of success.” The goal is to explain briefly how/why your artifact is evidence of domain success. All artifacts referenced in the summaries must be included in that same domain sub-folder. All artifacts must have faculty feedback included (either written on original document or summarized on a grading rubric).

Folder #3 must include your personal reflection statement, to be updated at each portfolio due date.

Folder #4 must include all practicum and internship supervisor evaluations. While these evaluations will have been mixed in to Folder #2 as well, the goal is to have one separate evaluation folder easily accessible by any reviewer.

Artifact List
The list of artifacts required for each NASP Graduate Education Domain is included next. Candidates must include the numbered artifacts below in the portfolio. Additionally, in some cases, choices can be made from the sets of bullet points in each domain. There must be four artifacts in each domain at the time of the final internship portfolio.

**NASP #1 (also meets DPI #1, #3)**
1. Behavior change project (SPSY 622)
2. Cognitive ability evaluation report (SPSY 745)
   - Any TWO of the following from a field experience:
     - Teaming/Collaboration observation rubric from Practicum (SPSY 771/772) or Internship (775/776)
     - Practicum summative evaluation (SPSY 772)
     - Internship summative evaluation (SPSY 776)
     - Practicum (SPSY 771/772) or internship intervention case study highlighting data-based decision making (SPSY 775/776)

**NASP #2 (also meets DPI #7)**
1. Poster session and paper (COUN 732)
2. Consultation case (SPSY 769)
   - Any TWO of the following from a field experience:
     - Teaming/Collaboration observation rubric from Practicum (SPSY 771/772) or Internship (775/776)
     - Practicum summative evaluation (SPSY 772)
     - Internship summative evaluation (SPSY 776)
     - Practicum (SPSY 771/772) or internship intervention case study highlighting consultation and collaboration (SPSY 775/776)

**NASP #3 (also meets DPI #1, #2)**
1. Field Experience Paper and Reflection (SPED 530)
2. Written summary of instructional/intervention strategy assignment (TED 747)
3. Written evaluation report with academic recommendation/intervention(s) (SPSY 746)
   - Any ONE of the following from a field experience:
     - Practicum summative evaluation (SPSY 772)
     - Internship summative evaluation (SPSY 776)
Practicum (SPSY 771/772) or internship intervention case study highlighting an academic intervention (SPSY 775/776)

**NASP #4 (also meets DPI #5, #6)**
1. Personal counseling theory and helping skills paper (COUN 753)
2. Mental health resource manual (SPSY 747)
3. Autism intervention project (SPSY 721)
   - Any ONE of the following from a field experience:
     - Practicum summative evaluation (SPSY 772)
     - Internship summative evaluation (SPSY 776)
     - Practicum (SPSY 771/772) or internship intervention case study highlighting a mental health, social, or life skill intervention (SPSY 775/776)

**NASP #5 (also meets DPI #1)**
1. Written summary of instructional/intervention strategy assignment (TED 747)
2. Preschool assessment and intervention assignment (SPSY 785)
   - Any TWO of the following from a field experience:
     - Internship summative evaluation (SPSY 776)
     - Practicum or internship teaming observation rubric with a systematic adjustment/intervention (e.g., special education, or other systems level change)
     - Practicum (SPSY 771/772) or internship intervention case study highlighting a systemic/environmental modification (SPSY 775/776)

**NASP #6 (also meets DPI #5)**
1. PBIS assignment (SPSY 622)
2. Poster session and paper (COUN 732)
3. Crisis plan or safety plan critique (SPSY 785 Crisis Prevention Seminar)
   - Any ONE of the following from a field experience:
     - Practicum summative evaluation (SPSY 772)
     - Internship summative evaluation (SPSY 776)
     - Any practicum (SPSY 771/772) or internship intervention case study highlighting use of prevention, protective factor emphasis, or early intervention practices (SPSY 775/776)

**NASP #7 (also meets DPI #7)**
1. Consultation case report OR *Essential Conversation* book review (SPSY 769)
2. A mental health issues assignment (SPSY 747)
   - Any TWO of the following from a field experience:
     - Practicum or internship teaming observation rubric with PARENT involvement
     - Any practicum or internship intervention case study with significant home/school collaboration
     - Internship summative evaluation (SPSY 776)

**NASP #8 (also meets DPI #2)**
1. Social justice project (SPSY 651)
2. Developmental project (COUN 612)
   - Any TWO of the following from a field experience:
     - Diversity characteristics rating form during internship (SPSY 776)
     - Any practicum OR internship intervention case with a significant diversity component
     - Practicum summative evaluation; comment on diversity development (SPSY 772)

**NASP #9 (also meets DPI #3)**
1. Approved research proposal (SPSY 795)
2. Data analysis rubric (SPSY 796)
3. Final research manuscript and associated rubric (SPSY 797)
4. Evidence of research submission and/or acceptance for publication or presentation (e.g., letter or email of receipt).
NASP #10 (also meets DPI#4)
1. Major paper on school psychology issue, with written professor feedback included (SPSY 701)
2. Advocacy/Public Policy course assignment – See Dr. Todd for details (SPSY 785 Public Policy)
3. Controversial intervention assignment & rubric (SPSY 740)
   • Any ONE of the following from a field experience:
     o Practicum or internship “Professional Work Characteristics” rating form
     o Practicum or internship observation rubric
     o Internship summative evaluation (SPSY 776)

School psychology candidates are encouraged to keep multiple electronic copies of all portfolio materials for their records.

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