



Educational Doctorate Degree (Ed.D.)
Counselor Education and Supervision
Doctoral Comprehensive Exam Overview

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Counselor Education and Supervision

Doctoral Comprehensive Exam

The Counselor Education and Supervision doctoral portfolio is designed to function as a final measure of student readiness prior to the development of a dissertation. This portfolio will serve as the student's comprehensive examination. Students are expected to work closely with their comprehensive examination mentor to identify appropriate artifacts for the required sections of the portfolio. The required sections explore competencies expected of today's counselor educators. These primary competency categories were selected by the faculty to track students' developmental progress throughout the program across several key performance domains.

Selection of Faculty Mentor for the Comprehensive Portfolio. The faculty expect professional conduct when engaging in this process and faculty are to be asked to participate. Please keep in mind that faculty have the right to decline involvement regarding your comprehensive exam and/or dissertation. There are several reasons that a faculty may decline involvement. Faculty may have a full component of students they have already committed to, feel they cannot contribute meaningfully to your comprehensive exam process, and/or are on sabbatical or approaching retirement. Having a faculty decline involvement is NOT a reflection of their interest in your professional development.

The Comprehensive Portfolio Committee Selection: When the comprehensive examination mentor is satisfied that sufficient evidence has been provided for all of the required competency subsections of the portfolio, the student will select two additional faculty to serve as the comprehensive exam committee. Students are encouraged to provide a complete set of documents to your comprehensive mentor in order to facilitate a timely process. Rules for the selection of committee members will be consistent with the dissertation selection criteria (CES faculty mentor, CES faculty committee member, and 1 other committee member) as outlined in the Ed.D. Dissertation Overview. This committee may be the same or different as the dissertation committee. The comprehensive exam committee will evaluate the student's portfolio and conduct the oral examination. The committee's purpose will be to a) meet and discuss the quality of the artifacts provided, b) discuss and ask questions regarding the content of the portfolio with the student, and c) to make a determination of the student's readiness to proceed to dissertation defense.

The Oral Comprehensive Portfolio Meeting Guidelines: Once the written comprehensive portfolio has been approved by the faculty mentor and the committee has been selected, the portfolio will be sent to the committee and an oral examination date will be set. The student is expected to coordinate the communication with the committee in setting a date and time for the meeting. The committee will have three full weeks (15 working days) to read the materials excluding holidays, finals weeks, summer offcontract time and academic breaks. You may schedule your comprehensive oral examination for a date/time that works for everyone on your committee that is at least 15 working days from the day of receipt of your written comprehensive portfolio. Please schedule at least 1.5 hours for this meeting. The meeting can be in-person or via an on-line platform that allows for video conferencing (i.e. zoom, Microsoft meetings, etc.).

The Oral Comprehensive Portfolio Meeting: The oral comprehensive examination is a time for the student to discuss their course work and progress toward their educational and professional goals. Students are strongly encouraged to ground their opinions in current, evidence-based research. Expect to field questions demonstrating your knowledge and skill acquisition from your doctoral course work as well as specific questions about the written responses of your written comprehensive portfolio. Committee members will ask questions that are designed to explore students' knowledge and preparation as a counselor educator consistent with the student's professional goals. Students are allowed to bring 1 page of references with them to the oral comprehensive exam meeting.

The Comprehensive Committee Decisions: The committee members will communicate their decision regarding the oral exam of the students' portfolio. The committee will decide if the material is a pass, a pass with reservation, or a fail. When the written portfolio is passed the student will be able to move forward more formally into the dissertation process. If the comprehensive exam is passed with reservations, the student will address the specific reservations of the comprehensive exam committee and complete any additional work. These specific expectations will be outlined by your comprehensive examination committee and may include but are not limited to repeating the oral examination, completing additional written materials, and/or collecting other pieces of evidence that addresses any noted deficiencies. If the comprehensive examination is determined to fail the student will consult with their comprehensive exam mentor and develop plan to redo both the written and oral comprehensive portfolio exam. A comprehensive exam can be attempted only once per semester; Exams can be repeated up to three attempts.

Once the comprehensive exam is successfully completed a student is considered a doctoral candidate.

Key Performance Categories

Students must provide documentation for those categories marked with an asterisk* below. Entries for the final two categories (awards & supplemental) will be completed as necessary in consultation with the student's comprehensive exam mentor.

It is very strongly recommended that you speak with your mentor and discuss ways in which to organize your written portfolio materials. There are several options available to you. The key is having organized and a clear presentation of materials in order for your committee to be able to evaluate effectively. Some of you may find that a template is a useful tool. A template has been constructed with Viterbo's Comprehensive Portfolio Key Performance Categories by Dr. Stephanie Thoreson-Oleson for your use. You will find it here: <https://sites.google.com/view/vueddcomprehensiveexam/home>

- I. Professional Identity
 - a. Curriculum Vitae*
 - b. Please consider a topic you have explored thoroughly within your doctoral program. (Students are encouraged to use their dissertation topic). Students are required to write a brief position paper linking the relevance of their topic of interest to their future work as a counselor educator. Please explore how your topic relates to teaching, research, supervision, advanced practice, and leadership/service. Students are expected to reference literature (8 pages maximum including title page, abstract and references). *
 - c. Written Response: Write a thorough and supportive answer to the question below (10 pages maximum including title page, abstract and references). *

- I. It has been said that counselor educators' primary roles and responsibilities fall into three categories: research, teaching and service. Describe one current trend or issue in the literature that would serve to inform your teaching and service activities as a future counselor educator. Also illustrate how that trend/issue would impact your leadership and advocacy activities in the counseling/counselor education profession, community and future university life.
- II. Teaching
 - a. Teaching philosophy statement including areas of personal strengths and areas for future growth (5 pages maximum included title page and references) *
 - b. List of courses taught including universities, title, level (graduate or undergraduate) and a brief description of the course*
 - c. Evaluation or letter from faculty of students' supervised teaching internship*
 - d. Course syllabi for any course taught or co-taught*
 - e. Samples of lesson plans and course activity.
 - f. Certificate of on-line teaching)
 - g. Course evaluations summarized in table format
- III. Research & Scholarship
 - a. Research statement including areas of personal strengths and areas for future growth (5 pages maximum included title page and references). *
 - b. Written response: Please discuss a research area of interest that is not your dissertation topic (7 pages maximum included title page and references). *
 - c. List of manuscripts or articles, book chapters or other written work using APA formatting*
 - I. in development
 - II. under review
 - III. in press
 - IV. accepted
 - d. List of national, regional, state or local presentations given (dated most recent to least recent)*
 - e. List of invited guest lectures or speeches (including class lectures) *
 - f. Selected sample of presented material.
- IV. Service, Leadership & Advocacy
 - a. Service/Leadership Philosophy statement including areas of personal strengths and areas for future growth (5 pages maximum included title page and references). *
 - b. Written response: Statement include what leadership/service roles you have held as well as future directions. It is appropriate to be aspirational here (7 pages maximum included title page and references).*
 - c. List of community involvement and service*
 - d. List of professional memberships
 - e. List of offices held

- f. Selected sample of service documents
 - g. List of editorial boards in which you have served as a reviewer (including ad hoc positions)
 - h. List of conferences in which you have served as a reviewer of proposals.
 - i. List of book reviews completed
 - j. Other relevant service, leadership or advocacy work.
- V. Supervision a.
- a. Supervision Philosophy statement including areas of personal strengths and areas for future growth (5 pages maximum included title page and references). *
 - b. Supervision professional disclosure statement (7 pages maximum included title page and references) *
 - c. List of supervision (include both MS courses and individual supervisees) *
 - d. Letter of evaluation from your supervision internship*
- VI. Advanced Practitioner a.
- a. Counseling philosophy statement including areas of personal strengths and areas for future growth (5 pages maximum included title page and references). *
 - b. Written Response: Discuss how your professional practice was expanded during your doctoral program (7 pages maximum included title page and references). *
 - c. Letter of evaluation from site or university supervisor from practicum/internship course*
 - d. List of any advanced practice competencies (i.e., DBT Facilitator, Career Development Facilitator, etc.)
 - e. Selected documentation of advanced practice
 - f. Selected document of ethical considerations and consultations completed while in the doctoral program.
- VII. Awards and Honors (optional category)
- a. List of awards and honors received.
- VIII. Supplemental Materials (optional category)
- a. Please include any materials you think are relevant for your committee to consider. This may include course assignments that you felt represented your accomplishments.