

Missouri FDC Requirements for Submitting Portfolios

Format for submitting portfolio to University of Missouri-Kansas City (UMKC)

Each participant's portfolio is to be placed in a 9 1/2" x 13" manila envelope, suitable for mailing, labeled with the participant's name and mailing address. This envelope will be used by UMKC to mail the portfolio back to the participant once it is reviewed. On the back of the envelope, please write the date the portfolio is given to the facilitator for forwarding to UMKC, and the name of the facilitator(s).

Each envelope should contain, in this order:

1. Portfolio Checklist form
2. Application to Receive the FDC Credential: Portfolio Checklist and Affirmations Form (page 20 from the *Field Advisor's Manual*.) Make sure all information is complete, and that affirmations from participant, facilitator and field advisor are signed and dated.
3. Confidentiality statement (page 17 of the *Field Advisor's Manual*), signed and dated by participant and field advisor.
4. For each of the ten chapters:
 - a. Activities to Extend Your Learning & Skills Practice Plan form (page 18 of the *Field Advisor's Manual*), signed and dated by participant and field advisor.
 - b. Answers to three Activities to Extend Your Learning (ATEL). Field advisor's feedback to participants, reflecting the participant's growth process and strengths, are welcomed. (If the participant revised the Activities to Extend Your Learning one or more times in response to the Field Advisor's comments, only the participant's final version and *optional* Field Advisor's comments should be included in the portfolio.
 - c. Completed Skills Practice Reflection form (page 19 of *Field Advisor's Manual*), signed and dated by participant and field advisor. Please include the field advisor's written comments. Participants *may* also submit a brief written description of the skills practice.
5. Three Family Development Plans (pages 186-187 of *Empowerment Skills for Family Participant s: A Participant Handbook*), completed with **one family** over a period of time. All identifying information about the family (names, address, etc.) should be removed.
6. Reflections on One Family's Progress Documented Through the Family Development Plan - a one page statement in which the participant reflects on what s/he did or did not do, or say, to facilitate change, the skills used by the family, the outcome and whether it was expected, and what the participant learned from the process.
7. *Optional* A brief (no more than one page) letter from the participant to the portfolio reviewer, summarizing the impacts of the training and portfolio development on the participant's work and life. This is entirely optional, included to give an opportunity for more personalized contact to participants who desire this.

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Notes on portfolios

- Word-processing of portfolio materials is strongly encouraged, and very much appreciated. Legibly handwritten materials are acceptable if the participant does not have access to a computer or typewriter. Illegibly written materials are not acceptable.
- Field Advisors may, at their discretion, allow participants to submit to them during the field advisement process, audio tapes or video tapes documenting the participant's skills practice, but these should not be submitted to UMKC.
- Please do not include any other material in the portfolio sent to UMKC for review.
- Please do not put the portfolio in a three-ring binder.

Thank you very much.

04/02