|  |
| --- |
| **A note on working with others, using your own existing materials, and using course materials:**   * Some students may already have these documents. Students who already have their own documents can use these. Keep in mind that you still are asked to meet the requirements of the assignment. Portfolios will not be shared without your permission. * Students may also be business partners (in real life). Business partners may (or may not) submit the same *portfolio* but are expected to each do the work – keeping in mind that this assignment includes multiple components, such as the reflections, that students should do on their own. * Students can share documents and resources with one another. But are expected to each do the work for themselves. For example, a student may find an excellent safety screen and share with classmates, their reflections and edits should be their own. * Collaboration is acceptable up to a point - think of a university course where students are free to share journal articles and books (tools and resources) but are still expected to each write their own report. * Although a full bibliography/reference list is not necessary (but certainly possible), please give credit where credit is due. If you are using or adapting a tool from an individual, book, electronic resource, or organization, please make the provenance clear such that you or another could find it in the future with minimal effort. Also, clients and colleagues may be curious about what measurements and tools you are using and referencing your tools can help keep you up to date and informed about their limitations. |

Student Name:Click or tap here to enter text.

Assignment:Make a professional portfolio for your mediation practice.

Passing Grade: Student assignments that receive less than 60% (36/60) will need to be resubmitted (and reassessed until threshold is met) in order to be eligible for the course certificate.

Due Date: 2022-02-09 (midnight)

Submit this form as a **Word document** and the portfolio via email to [education@adralberta.com](mailto:education@adralberta.com) by 2022-02-09(midnight).

Description:*Please read over this full document before starting the assignment.*

Students will create a “client ready” professional portfolio and write a reflection.

Students may use documents and forms they are currently using in their practice (no need to reinvent the wheel). However, for this assignment students may need **to add or change information to make these documents more trauma-informed/fitting for high conflict**. The point of this assignment is to help practitioners incorporate their learnings from this course and prepare for a more trauma-informed high conflict practice. Students may decide to turn this portfolio into information packages for their clients.

# **Part 1 – Portfolio Documents**

* **(20 points)**
* Create (or edit) the following documents: 1) Intake/Case Development forms, 2) Safety Screen, 3) Safety Plan, 4) FAQ document for the parties).
* Incorporate trauma-informed principles into all of your documents.
* Forms and documents should be **complete, “client-ready”, client-centered, and promote safety**. These are meant to be what you would use and share with clients in your practice.

|  |  |  |
| --- | --- | --- |
| Document | Feedback for Student (to be filled out by Coach) | Points |
| 1. Intake/Case Development | Complete & client-ready (1)  Client-centered (2)  Promotes safety (2)  Comments:  [type here, blank sections will expand] | \_\_\_/5 |
| 1. Safety Screen | Complete & client-ready (1)  Client-centered (2)  Promotes safety (2)  Comments:  [type here, blank sections will expand] | \_\_\_ /5 |
| 1. Safety Plan  *(outline what you do to as standard in your practice to promote both physical and psychosocial safety)* | Complete & client-ready (1)  Client-centered (2)  Promotes safety (2)  Comments:  [type here, blank sections will expand] | \_\_\_ /5 |
| 1. FAQ document for the parties | Complete & client ready (1)  Client-centered (2)  Promotes safety (2)  Comments:  [type here, blank sections will expand] | \_\_\_ /5 |
|  | Part 1 Total | \_\_\_/20 |

# Part 2 – Student Self-Reflection

* **(40 points)**
* Write a reflection on the following four questions.
* Reflections should be between 300-500 words.
* Students are assessed on quality of writing (2 points), demonstration of an understanding of trauma-informed principles (4 points), and depth of reflection (4 points)/question

|  |  |  |  |
| --- | --- | --- | --- |
| Questions | Student Reflection | Feedback for Students (to be filled out by Coach) | Points |
| 1. Why do mediators need to consider trauma when developing client documents? | [type here, blank sections will expand] | [type here, blank sections will expand] | \_\_\_ /10 |
| 1. What are the benefits of having a client-ready portfolio in the context of high conflict mediation? | [type here, blank sections will expand] | [type here, blank sections will expand] | \_\_\_ /10 |
| 1. How did I incorporate trauma-informed practice principles into each portfolio document? | [type here, blank sections will expand] | [type here, blank sections will expand] | \_\_\_ /10 |
| 1. What are my key learnings from this assignment? | [type here, blank sections will expand] | [type here, blank sections will expand] | \_\_\_ /10 |
|  |  | Part 2 Total | \_\_\_/40 |

BONUS

Identify 3 real upcoming trainings you have not yet taken (courses/ workshops/ certifications/ programs/ conferences) that you think would help you to be able to provide trauma informed conflict resolution services. These trainings may be mediation-specific or be cross-training/from other disciplines **(3 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Training | Provider | URL |  |
| [type here, blank sections will expand] | [type here, blank sections will expand] | [type here, blank sections will expand] | \_\_\_ /1 |
| [type here, blank sections will expand] | [type here, blank sections will expand] | [type here, blank sections will expand] | \_\_\_ /1 |
| [type here, blank sections will expand] | [type here, blank sections will expand] | [type here, blank sections will expand] | \_\_\_ /1 |
|  |  | Bonus Total | \_\_\_ /3 |
|  |  | **Assignment Total** | **\_\_\_/60**  **\_\_\_ %** |

Submit this completed form as a **Word Document** and your portfolio documents to [education@adralberta.com](mailto:education@adralberta.com) by 2022-02-09(midnight).