

**PROGRESS REPORT – PROFESSIONAL DISPOSITIONS**

**Advanced, Proficient, Developing, Basic, Not Observed**

Professional Behaviors

1. Attendance
2. Punctuality
3. Dresses appropriately
4. Demonstrates critical thinking and reflective practice
5. Uses professional language

Initiative and Dependability

1. Shows creativity and resourcefulness
2. Seeks opportunities to further own learning
3. Works effectively with limited supervision
4. Identifies problems and is able to propose solutions
5. Advocates for self and is personally responsible
6. Completes responsibilities with quality and without excuses or prompting

Tact and Judgement

1. Demonstrates sensitivity to others' feelings and opinions
2. Articulates own opinions, feelings, and needs
3. Approaches situations with an open mind
4. Appropriately uses verbal and nonverbal language and cues to remain positive and respectful

Ethical Behavior and Integrity

1. Consistently honest
2. Honors confidentiality
3. Assesses information critically—fact from opinion

Collegiality and Responsiveness

1. Collaborative: willing to share resources, seek advice, and work toward common goals
2. Demonstrates ability to compromise and negotiate
3. Is respectful of all and works effectively in teams
4. Is open to constructive criticism
5. Is open to perspectives of others
6. Adjustments performance based on feedback

Effective Communicator

1. Professional oral expression: articulate, purposeful, relevant
2. Professional written expression: organized, clear, purposeful, conventions
3. Uses eye contact and body language during communication situations
4. Actively listens
5. Provides effective feedback
6. Uses electronics in a professional manner