

### Professionalism Checklist

This checklist complements the CUA teacher education program's disposition survey that is aligned with CUA's conceptual framework standards. Faculty will use this document as an assessment tool to provide feedback on candidates' professionalism.

Dispositional Expectations	Met Expectations	Did Not Meet Expectations	Comments
<b>Communication skills</b>			
Use language that expresses the utmost respect for everyone including your peers, professors, and your students' parents.			
When communicating with others, use facial expressions of acknowledgement, eye contact, and attentive body language.			
Check your CUA E-mail account every day and respond to messages within 24-48 hours.			
Express yourself professionally in E-mail: proofread, spell-check, and use a dictionary if necessary. Use capital letters, punctuation, and avoid chat abbreviations, slang, and inappropriate vocabulary.			
<b>Diversity</b>			
Demonstrate respect for the worth and dignity of all individuals.			
Believe that all children can learn. Act according to that belief.			
Keep the health and safety of all your students in mind.			
Exhibit sensitivity to students' diverse background.			
<b>Academic Area</b>			
Turn off your cell phone in class. Refrain from texting, distracting yourself and others in class.			
If you bring a laptop to class, use it for note taking only. Avoid surfing the internet, checking social networks, or your E-mail.			
Arrive to class early, and attend each class. Contact your professor if you'll be late or absent. Stay in class and leave only if you have a bathroom or other <i>emergency</i> . Find out what you missed and how you can make up the work.			

<b>Dispositional Expectations</b>	<b>Met Expectations</b>	<b>Did Not Meet Expectations</b>	<b>Comments</b>
Show initiative and a positive attitude.			
Seek out opportunities to be helpful to others (taking notes for someone, tutoring a peer, setting up or cleaning up after class, etc.)			
Refrain from mocking anyone, rolling eyes when others speak or perform, or showing any other sign of disrespect.			
<b>General</b>			
Balance personal (social) and learning goals. Commit enough time for mastering the content and acquiring the skills to be an effective teacher.			
Maintain confidentiality.			
Make sure your words and actions evidence honesty, integrity, dependability, and trustworthiness. Follow-up on promises.			
Make and keep appointments. If you cannot arrive on time or cannot attend a meeting, contact the person you are supposed to meet <i>before</i> the time your meeting is supposed to start.			
Regularly monitor your Facebook and other accounts on social networks for appropriateness. Make sure you present yourself professionally.			
<b>Appearance</b>			
Dress professionally as it is appropriate in each situation (grade level, class, weather, activity, such as a field trip).*			
Cover tattoos and remove facial and body piercing.			
Take care of your personal hygiene.			

\*List of appropriate clothing:

1. During field experiences wear professional clothing: Skirt and dress pants, suit, and sleeved blouse (no tank tops).
2. Jeans, cargo pants, shorts, and workout gear are not appropriate attire in P-12 schools.
3. Make sure your clothes are clean and cover you appropriately. Your underwear should not show.
4. Keep accessories, jewelry, fragrances, and makeup minimal.
5. Wear professional looking shoes: flip-flops, stilettos, and tennis shoes are not appropriate in P-12 schools.
6. Do not wear a baseball cap in class and during your field experience.