

Student's Name \_\_\_\_\_

Date Completed \_\_\_\_\_

### Rubric for Assessing Professional Development

<b>Professional Characteristics</b>	<b>1 Unacceptable</b>	<b>2 Needs Improvement</b>	<b>3 Acceptable</b>	<b>4 Exemplary</b>	<b>Score</b>
<b>1. Attendance:</b> Attend classes and meetings.	I have missed 20% or more of total class time in one or more of my classes.	I have missed class for reasons that are not necessarily rare or unusual but rather for my own convenience.	I attend all of my classes except in rare or unusual circumstances.	I attend all my classes.	
<b>2. Punctuality:</b> Be punctual and engaged.	I have been late to class or left early from class three or more times in any given semester.	I have occasionally been late to class or left early from class but no more than twice per semester.	I am on time and stay until the end for all of my classes except in rare or unusual circumstances.	I am always on time and stay until all of my classes end.	
<b>3. Manage communications and contacts.</b>	I don't usually contact the instructor to inform her/him of my tardiness to or absence from class and therefore, provide no rationale.	I contact the classroom instructor or Field Instructor to inform her/him of my tardiness/absence, but I do it after my presence was expected.	I contact the instructor prior to the beginning of class (or Field) to inform him/her of tardiness or absence except in emergencies and then I contact the instructor immediately thereafter.	I always contact my instructor prior to the beginning of class (or Field) to inform her/him of anticipated tardiness, illness, etc.	
<b>4. Demonstrate respect and support in relationships.</b>	I am frequently disrespectful to and non-supportive of classmates, staff, faculty or clients.	I am occasionally disrespectful to and non-supportive of classmates, staff, faculty or clients.	I am usually respectful and supportive to classmates, staff, faculty, and clients.	I am always respectful and supportive to classmates, staff, faculty and clients.	
<b>5. Demonstrate self-awareness.</b>	I rarely show self-awareness about the impact of my verbal and non-verbal communications.	I only occasionally show self-awareness about the impact of my verbal and non-verbal communications.	I almost always maintain a high level of self-awareness about the impact of my verbal and non-verbal communications.	I always maintain a high level of self-awareness about the impact of my verbal and non-verbal communications.	
<b>6. Demonstrate awareness and responsiveness to diversity.</b>	My classroom interactions rarely reflect respect and appreciation of diverse opinions, experiences, and/or people.	My classroom interactions only occasionally reflect respect and appreciation of diverse opinions, experiences, and/or people.	My classroom interactions almost always reflect respect and appreciation of diverse opinions, experiences, and/or people.	My classroom interactions always reflect and appreciation of diverse opinions, experiences, and/or people.	
<b>7. Demonstrate collegiality and collaborative interactions.</b>	I have not demonstrated collaborative skills in my work with others, and my relationships with my classmates have been affected by this.	I am reluctant to collaborate with others and struggle with maintaining positive relationships.	I almost always work collaboratively with all team members while relating easily and positively with others.	I always work collaboratively with all team members, while relating easily and positively with others.	

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<b>8.</b> Strive for a high level of Oral Expression.	I consistently get feedback from instructors that my oral expression is unprofessional.	My professional oral expression is challenging for others to understand. It may contain grammatical errors or slang words or it may be poorly organized.	I am usually articulate and professional in my oral expression.	I am always articulate and professional in my oral expression.	
<b>9.</b> Strive for a high level of Written Expression.	I consistently get feedback from instructors that my written expression is unacceptable or unprofessional. Papers may not be accepted without revisions, or grades may be reduced significantly because of the writing.	My written work lacks clarity and has some errors. When asked to use APA guidelines, I do this incorrectly.	I almost always express ideas/concepts clearly with very few errors and use APA guidelines when required.	I always express ideas/concepts clearly with an absence of errors, and I use APA referencing accurately.	
<b>10.</b> Demonstrate Self-Initiative, Reliability and Dependability.	I rarely take initiative to plan my work and complete it in a timely manner. I rarely get the reading done or leave enough time to turn in my best work.	I only occasionally take initiative to plan my work and complete it in a timely manner, resulting in coming to class without having done the reading or not allowing enough time to complete and print written assignments.	I almost always take initiative to plan my work and complete it in a timely manner.	I always take initiative to plan my work and complete it in a timely manner.	
<b>11.</b> Demonstrate evidence of motivation to improve one's self. Responds to suggestions and feedback.	I have not demonstrated that I am receptive to suggestions and feedback from others, and, therefore, make no effort to adjust my performance accordingly.	I am usually receptive to suggestions and feedback but I don't adjust my performance accordingly.	I am almost always receptive to suggestions and feedback and adjust my performance accordingly.	I am always receptive to suggestions and feedback from others, and I adjust my performance accordingly.	
<b>12.</b> Be knowledgeable about the Professional Conduct Policy in the BSW Program Bulletin and Field Education Manual.	I was unaware that the BSW Program had a policy of this nature.	I am aware that a Professional Conduct Policy exists within the BSW Program, but I am unfamiliar with it and don't know where to find it.	I am aware of and do follow the Professional Conduct Policy in the BSW Program Bulletin and Field Education Manual.	I demonstrate exemplary knowledge of the Professional Conduct Policy in the BSW Program Bulletin and Field Education Manual, and I always conduct myself accordingly.	
<b>13.</b> Show respect and use the NASW Code of Ethics (especially confidentiality).	I am unaware of the NASW Code of Ethics.	My knowledge of the NASW Code of Ethics is not evident in my thinking or my behavior.	I respect the NASW Code of Ethics which is evident in both my thinking and behavior.	I consistently demonstrate leadership with my colleagues in discussions of ethical issues.	

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<p><b>14. Professional Attire:</b> Demonstrate respect for the professional environment through style of dress.</p>	<p>I don't see the connection between my style of dress and the professional impression I communicate. I rarely come to class and to community assignments wearing attire that reflects the seriousness with which I take my professional social work identity.</p>	<p>I am unclear about the connection between my style of dress and the professional impression I communicate. I occasionally come to class and to community assignments wearing attire that reflects the seriousness with which I take my professional social work identity.</p>	<p>I understand the connection between my style of dress and the professional impression I communicate. I usually come to class and to community assignments wearing attire that reflects the seriousness with which I take my professional social work identity. For example, my clothing could be described as clean, neat and modest. I choose not to wear hats or sunglasses indoors.</p>	<p>I understand and can explain the connection between my style of dress and the professional impression I communicate. I always come to class and to community assignments wearing attire that reflects the seriousness with which I take my professional social work identity.</p>	
<p><b>15. Use Departmental communications.</b></p>	<p>I never check my mailbox in the SW Department or my UVM designated e-mail account (the one the Department has on record), and therefore I am unresponsive to the contents of these communications.</p>	<p>I rarely check my mailbox in the SW Department or my UVM designated e-mail account (the one the Department has on record), and my response to the contents of these communications is therefore delayed or non-existent.</p>	<p>I consistently check my UVM designated e-mail account (the one the Department has on record) and my mailbox in the Department. I consistently respond in a timely manner.</p>	<p>I consistently demonstrate leadership with my colleagues with regard to e-mail and other methods of communication.</p>	