

Professionalism Observation Assessment

Navajo Technical University

Student:

Course/assignment:

Date:

Directions to Mentor. For each criterion, check an appropriate box that best approximates the Student's performance. Complete and discuss with Student prior to the end of the semester.

<p>a. Attendance / / Frequently absent / / Rarely absent / / Exemplary attendance</p>	<p>b. Punctuality / / Frequently late / / Generally punctual / / Always on time</p>	<p>c. Professional appearance / / Occasionally inappropriate / / Usually dressed OK / / Always appears in professional manner</p>
<p>d. Oral expression / / Makes frequent errors / / Inarticulate / / Articulate / / Expressive, animated</p>	<p>e. Written expression / / Contains frequent errors and is unclear / / Is organized and expressive / / Communicates effectively to parents, administrators, and colleagues</p>	<p>f. Tact and judgment / / Thoughtless: insensitive to others / / Sometimes insensitive and disruptive / / Maintains good relations with others / / Diplomatic, highly sensitive to others</p>
<p>g. Reliability / / Sometimes fails to complete assigned tasks / / Sometimes needs to be reminded / / Responsible: attends to tasks on schedule / / Self-starter: perceives needs and attends to them</p>	<p>h. Self-initiative / / Passive: depends on others for direction, ideas, guidance / / Has good ideas, works with limited supervision / / Creative and resourceful, implements plans independently</p>	<p>i. Self-confidence / / Anxious: often appears self-conscious, nervous / / Arrogant: has unfounded beliefs in abilities / / Usually confident and comfortable / / Realistically self-assured: competently academic and professional demands</p>
<p>j. Collegiality / / Prefers to work in isolation / / Reluctant to share ideas and materials / / Often participates in team efforts / / Willingly shares ideas and materials</p>	<p>k. Responsive to feedback / / Defensive: unreceptive to feedback / / Receptive but doesn't implement suggestions / / Receptive and adjusts performance accordingly / / Eager: solicits suggestions and feedback from others</p>	<p>l. Ability to reflect and improve performance / / Reluctant to analyze performance / / Makes some effort to review skills / / Actively seeks ways to assess abilities / / Consistently deepens knowledge of academic and professional practice</p>
<p>m. Professional characteristics: A = always, U = usually, S = seldom</p> <p><input type="checkbox"/> Commitment: demonstrates genuine concern for the environmental science profession</p> <p><input type="checkbox"/> Creativity: seeks opportunities to develop imaginative solutions</p> <p><input type="checkbox"/> Flexibility: responds to unforeseen circumstances in an appropriate manner</p> <p><input type="checkbox"/> Integrity: maintains high ethical and professional standards and responds to policies appropriately</p> <p><input type="checkbox"/> Organization: is efficient, successfully manages multiple tasks simultaneously, and establishes/ maintains effective routines and procedures</p> <p><input type="checkbox"/> Perseverance: strives to complete tasks and improve</p> <p><input type="checkbox"/> Positive disposition: possesses pleasant interpersonal skills; is patient, resilient, optimistic, and approachable</p>		

Student Self-Assessment

Navajo Technical University

Student:

Course/assignment:

Date:

Directions to the Student. *Answer the questions below after you have received and discussed your Observation Assessment from your Faculty Supervisor. Add additional sheets if necessary. Turn in prior to the last week of the semester.*

Please comment on your professional and personal strengths as they concern your academic program.

In what areas can you improve?

How can the academic program be improved?

Submit completed copy to Faculty Supervisor