

OC PTA PROFESSIONAL BEHAVIORS

Student: _____

Professional behavior is absolutely essential both while the individual is a student in this program as well as after graduation. The Professional Behaviors Assessment form provides a standard for behavior and a mechanism for self-assessment by the student as well as assessment by faculty during the academic component of the program. If a faculty member observes consistent failure to demonstrate acceptable professional behavior by a student, the faculty member will utilize the assessment form as a tool for counseling the student. **Failure to respond appropriately to counseling regarding professional behaviors will result in dismissal from the program.**

<u>Rating Scale</u>	<u>Symbol</u>	<u>Description</u>
Unsatisfactory	✘	behavior is significantly below professional standards and must be improved in order for the student to remain in the PTA program
Meets requirement	✓	behavior meets professional standards
Exceeds requirement	+	behavior meets the standard of an exceptional PTA

<i>Professional Behavior Standards</i>	<i>Date of counseling session/s</i>			
1. Honesty / Integrity				
a. completes all test/assignments independently or with outside help as deemed appropriate by instructors				
b. always speaks the truth				
Instructor's comments/Date:				
2. Participation / Attendance				
a. listens respectfully during all presentations				
b. asks appropriate and thoughtful questions				
c. actively participates in all interactive sessions in class and lab				
d. notifies instructor before class time concerning absences				
e. misses class or lab only for legitimate reasons (i.e. illness, death in family, personal emergency)				
f. makes arrangements to make up any missed time and/or work				
Instructor's comments/Date:				
3. Responsibility				
a. is prepared for class/labs (has read assignments, has notes and needed supplies available)				
b. accepts appropriate responsibility when working in groups				
c. keeps the classroom and lab clean				
d. complies with safety policy and procedures in the classroom and lab				
e. attempts to solve problems using personal resources and seeks help when needed				
f. establishes a plan of action to correct any identified problems/weaknesses in class and lab				
Instructor's comments/Date:				

			<i>Date of counseling session/s</i>			
Professional Behavior Standards						
4. Communication Skills						
a. demonstrates appropriate listening skills						
b. verbally expresses self clearly and effectively						
c. uses appropriate tone and voice volume during verbal communication						
d. uses effective non-verbal communication						
e. gives constructive feedback in a timely and professional manner						
Instructor's comments/Date:						
5. Attitude / Self Control						
a. maintains composure (i.e. never loses temper, shouts, raises voice, shows distaste)						
b. adapts easily to different environments and/or is flexible when plans, etc. change						
c. demonstrates the ability to resolve conflicts effectively and efficiently						
Instructor's comments/Date:						
6. Cleanliness						
a. dresses appropriately for lab sessions						
b. is always clean (without body odor, offensive breath, etc.)						
Instructor's comments/Date:						
7. Response To Supervision						
a. follows directions without complaining						
b. accepts constructive feedback without becoming defensive						
c. requests supervision only when needed						
d. modifies behavior positively in response to feedback						
Instructor's comments/Date:						
8. Initiative / Motivation						
a. actively seeks learning experiences and resources						
b. puts forth maximum effort						
Instructor's comments/Date:						
9. Self Concept						
a. demonstrates functional level of confidence						
b. recognizes and uses knowledge of strengths and weakness						
Instructor's comments/Date:						

			<i>Date of counseling session/s</i>			
Professional Behavior Standards						
10. Punctuality						
a. arrives at class on time						
b. turns in assignments on time						
Instructor's comments/Date:						
Plan & Required Follow-up/Date:						
Student comments/Date:						
Student Signature/Date:						
Instructor Signature/Date:						