**Abbreviated Professionalism Check**

**Purpose:** To conduct a formative assessment to monitor development of key professional standards across academic and clinical settings**.**

**Policy: An** abbreviated professionalism check will be completed on all first- and second-year students at specified time points and as needed during the student’s program of study.

**Procedures:**

|  |  |  |
| --- | --- | --- |
| **Actor(s)** | **Action**  | **When**  |
| All Facult**y**  | * + - 1. Faculty will review and complete the abbreviated professionalism check in relation to all graduate students. Feedback will be compiled collectively.
 | End of Summer and Fall of year 1 and as needed throughout their program of study.  |
| All Grad students  | * + - 1. All students will self-reflect about their professionalism and personal qualities and compare own ratings to those of faculty. Products are to be uploaded in portfolio under Professionalism tab
 | End of Summer and Fall of year 1 and as needed throughout their program of study.  |
| Department Chair/Students | * + - 1. Feedback will be sent to all students from the department chair in the format of the abbreviated professionalism check form.
 | At end of Summer and Fall of year 1 and as needed throughout their program of study |
| Select Faculty member | * + - 1. Any student with a “needs improvement” checked in any area will meet with the selected faculty member/department chair to discuss context of concerns and suggestions moving forward.
 | As needed  |

Abbreviated Professionalism Check Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Criterion** | **Meets expectations** | **Needs improvement**  | **Comment** |
| 1 | Recognizes impact of non-verbal communication in self and others Examples:* eye contact, nodding, posture and facial expression
* recognize it in themselves, or must it be pointed out?
* accept responsibility for the growth of non-verbal interpersonal skills?
 |  |  |  |
| 2 | Communicates with peers and instructors in a respectful and confident manner.Examples: * Uses active listening; restates, reflects and clarifies messages and encourages continued engagement.
* Accepts responsibility for growth of verbal interpersonal skills
 |  |  |  |
| 3 | Responds to in-person and electronic communication and digital media in a professional and timely manner |  |  |  |
| 4 | Takes responsibility for one’s own learning and actively seeks assistance when warranted.Examples: * Able to state strategies used to address their learning strengths and weaknesses
* Implements recommendations
 |  |  |  |
| 5 | Is punctual, organized, and prepared for all clinical and classroom interactions |  |  |  |
| 6 | Thoroughly completes documents and other assignments on time. |  |  |  |