**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

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| --- | --- | --- | --- | --- |
|  | **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. |  |  |  |