

Professional Characteristics	1-2 Unacceptable	3-5 Needs Improvement	6-7 Meets Expectations	8-9 Exceeds Expectations
1. Attendance: Attend classes and meetings.	Missed 15% or more of total class/practicum time.	Missed 10% of total class/practicum time.	Attends all classes/practicum except in rare circumstances.	Attends all classes/practicum days.
2. Punctuality and Engagement: Be punctual and engaged.	Late to class/practicum or left early from class three or more times in any given semester. Rarely engaged in the material and/or profession.	Late to class/practicum or left early no more than twice per semester. Occasionally engaged in the material and/or profession.	On time and present for entire class in all classes/practicum except in rare circumstances. Generally engaged in the material and/or profession.	Always on time and present until class/practicum ends. Always engaged in the material and/or profession.
3. Communication: Manage communications and contacts.	Rarely contacts instructor/practicum supervisor to inform her/him of tardiness to or absence from class and provides no rationale. Rarely demonstrates professionalism when emailing or meeting with instructor/practicum supervisor.	Contacts the instructor/practicum supervisor to inform her/him of tardiness/absence after class/practicum is completed. Occasionally demonstrates professionalism when emailing or meeting with instructor.	Generally contacts the instructor/practicum supervisor prior to class/practicum regarding tardiness or absence except in emergencies and then contacts the instructor/practicum supervisor immediately thereafter. Generally demonstrates professionalism when emailing or meeting with instructor/practicum supervisor.	Always contacts instructor/practicum supervisor prior to the beginning of class/practicum regarding anticipated tardiness, illness, etc. Always demonstrates professionalism when emailing or meeting with instructor/practicum supervisor.
4. Respect: Demonstrate respect and support in relationships.	Frequently disrespectful to and non-supportive of classmates, staff, faculty or clients.	Occasionally disrespectful to and non-supportive of classmates, staff, faculty or clients.	Generally respectful and supportive to classmates, staff, faculty and clients.	Always respectful and supportive to classmates, staff, faculty and clients.
5. Self-awareness: Demonstrate impact of actions & communication	Rarely appears aware of the impact of her/his verbal and non-verbal communications and behaviors.	Occasionally aware of the impact of her/his verbal and non-verbal communications and behaviors.	Generally maintains a high level of awareness of the impact of his/her verbal and non-verbal communications and behaviors.	Always maintains a high level of awareness about the impact of his/her verbal and non-verbal communications and behaviors.
6. Classroom interactions: Demonstrate awareness and responsiveness to others.	Classroom interactions rarely reflect respect and appreciation of diverse opinions, experiences, and/or people.	Classroom interactions occasionally reflect respect and appreciation of diverse opinions, experiences, and/or people.	Classroom interactions generally reflect respect and appreciation of diverse opinions, experiences, and/or people.	Classroom interactions always reflect an appreciation of diverse opinions, experiences, and/or people.

<p>7. Collaboration: Demonstrates collegiality and collaborative interactions.</p>	<p>Has not demonstrated skills in working with others, and relationships with classmates have been negatively affected; rarely demonstrates use of social work skills.</p>	<p>Reluctant to collaborate with others and struggles with maintaining positive relationships; occasionally demonstrates use of social work skills.</p>	<p>Generally works well with all team members while relating easily and positively with others; demonstrates use of some social work skills.</p>	<p>Always work well with all team members, while relating easily and positively with others; demonstrates appropriate use of many social work skills.</p>
<p>8. Oral expression: Speaks in a professional manner</p>	<p>Consistently gets feedback from instructors/practicum supervisor that oral expression is unprofessional; rarely attempts to speak up in class/practicum.</p>	<p>Professional oral expression may contain grammatical errors or slang words or may be poorly organized; occasionally speaks up in class/practicum.</p>	<p>Generally articulate and professional in oral expression; makes attempts to express self in class/practicum.</p>	<p>Always articulate and professional in oral expression; expresses self regularly in class/practicum.</p>
<p>9. Written Expression: Written work is professional</p>	<p>Consistently gets feedback that written expression is unacceptable or unprofessional. Paper grades may be reduced significantly because of the writing. Practicum documentation is frequently below standards.</p>	<p>Written work lacks clarity and has some errors. When asked to use APA guidelines, this is done incorrectly.</p>	<p>Generally expresses ideas/concepts clearly with very few errors and uses APA guidelines when required.</p>	<p>Always expresses ideas/concepts clearly with an absence of errors, and uses APA referencing accurately.</p>
<p>10. Initiative: Demonstrates initiative to complete assignments.</p>	<p>Rarely plans and completes work in a timely manner. Rarely gets reading done or leaves enough time to turn in best work. Rarely seeks out opportunities when presented in class/practicum to demonstrate professional social work demeanor.</p>	<p>Occasionally plans and completes work in a timely manner. Occasionally gets reading done or leaves enough time to turn in best work. Occasionally seeks out opportunities when presented in class/practicum to demonstrate professional social work demeanor.</p>	<p>Generally plans and completes work in a timely manner. Generally gets reading done or leaves enough time to turn in best work. Generally seeks out opportunities when presented in class/Practicum to demonstrate professional social work demeanor.</p>	<p>Always plans and completes work in a timely manner. Always gets reading done or leaves enough time to turn in best work. Always seeks out opportunities when presented in class/Practicum to demonstrate professional social work demeanor.</p>
<p>11. Motivation: Demonstrates motivation to improve. Responds to suggestions and feedback.</p>	<p>Has not demonstrated receptiveness to suggestions and feedback from others; makes no effort to adjust performance accordingly.</p>	<p>Occasionally receptive to suggestions and feedback, but doesn't adjust performance accordingly.</p>	<p>Generally receptive to suggestions and feedback and adjusts performance accordingly.</p>	<p>Always receptive to suggestions and feedback and adjusts performance accordingly.</p>
<p>12. Knowledge of NASW Code of Ethics: Know and follow the NASW Code of Ethics.</p>	<p>Unaware of the NASW Code of Ethics. Rarely able to apply NASW Code of Ethics to practicum and/or violates the NASW Code of Ethics while in practicum.</p>	<p>Knowledge of the NASW Code of Ethics is not evident in thinking or behavior.</p>	<p>Knows and respects the NASW Code of Ethics, which is evident in both thinking and behavior.</p>	<p>Consistently reflects knowledge of and respect for the NASW Code of Ethics; demonstrates leadership in discussions of ethical issues.</p>