**Professional Behaviors Checklist**

**Spring 2022**

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| **Student:**  **Cooperating Teacher:**  **Supervisor:**  **Date:** | **Always** | **Most of the time** | **Some of the time** | **Rarely** | **n/a** |
| **Student is punctual**  •Arrival and departure times align with assigned hours  •Attends and participates in required meetings  •Replies promptly to emails, phone calls, texts, etc. |  |  |  |  |  |
| **Student communicates regarding absences**  •Student plans ahead and informs appropriate personnel of absences  •Student communicates with appropriate personnel of unexpected events that impact placement time  •Submits sub plans when required |  |  |  |  |  |
| **Student is professional in appearance and demeanor**  •Clothing and personal hygiene reflect maturity and professionalism  •On-site behavior indicates alertness, enthusiasm, and care  •Student actively supports and interacts with students across the day  •Cell phones are not in use outside of plan and lunch times |  |  |  |  |  |
| **Student shares plans and requirements with cooperating teacher in a timely manner.**  •Assignments that require student contact are shared in a timely manner  •Lesson plans are approved at least 24 hours in advance of implementation |  |  |  |  |  |
| **Student interactions with staff are professional**  •Conversations are cordial and polite and do not interfere with instruction  •Student does not engage in gossip  •Confidentiality is maintained |  |  |  |  |  |
|  |  |  |  |  |  |
| **Student participation in remote meetings/instruction is professional**  •Camera is on  •Background is free of distractions  •Student is seated at a desk/table |  |  |  |  |  |
| Students are expected to score “ALWAYS” for all components. If concerns arise, please talk to the student directly and follow up with the University supervisor, if appropriate.  Cooperating teachers, please complete this form for all students at least once per semester. This form may be used more frequently to monitor students who are not meeting expectations. | | | | | |
| COMMENTS: | | | | | |