**Professional Behavior Checklist**

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| **Candidate:**  **Cooperating Teacher:**  **Supervisor:**  **Date:** | **Always** | **Most of the time** | **Some of the time** | **Rarely** | **n/a** |
| **Candidate is punctual.**  •Arrival and departure times align with assigned hours  •Attends and participates in required meetings  •Replies promptly to emails, phone calls, texts, etc. |  |  |  |  |  |
| **Candidate communicates regarding absences.**  •Plans ahead and informs appropriate personnel of absences  •Communicates with appropriate personnel regarding unexpected events that impact placement time  •Submits sub plans when required |  |  |  |  |  |
| **Candidate is professional in appearance and demeanor.**  •Clothing and personal hygiene reflect maturity and professionalism  •On-site behavior indicates alertness, enthusiasm, and care  •Actively supports and interacts with students across the day  •Keeps busy without prompting  •Cell phones are not in use outside of plan and lunch times |  |  |  |  |  |
| **Candidate shares plans and requirements with cooperating teacher in a timely manner.**  •Assignments that require student contact are shared ahead of the due date  •Lesson plans are approved at least 24 hours in advance of implementation |  |  |  |  |  |
| **Candidate interactions with staff are professional.**  •Conversations are cordial and polite and do not interfere with instruction  •Gossip is avoided  •Confidentiality is maintained |  |  |  |  |  |
|  |  |  |  |  |  |
| **Candidate’s participation in remote meetings/instruction is professional.**  •Camera is on  •Background is free of distractions  •Candidate is seated at a desk/table |  |  |  |  |  |
| Candidates are expected to score “ALWAYS” for all components. If concerns arise, please talk to the candidate directly and follow up with the University supervisor. School and Community Experiences may follow up with a support plan, if appropriate.  Cooperating teachers, please complete this form at least once per semester. This form may be used more frequently to monitor students who are not meeting expectations. | | | | | |
| COMMENTS: | | | | | |