



Rubric for Assessing Professional Behaviors

Student's Name:

Students must demonstrate the ability to maintain scores of 3 or 4 in each of the 15 professional behavior areas listed below to be considered for admission into the social work program.

Professional Behaviors	Unacceptable (1)	Needs Improvement (2)	Acceptable (3)	Outstanding (4)	Score
1. Professional presence:	Student has missed 20% or more of total class time or online discussions and meetings	Student misses classes or is absent from online obligations for reasons unrelated to allowable emergencies such as convenience; and/or student has skipped one class to do work for another class	Student attends all classes or meetings and maintains an online presence except in truly rare or unusual circumstances that are considered excusable by the professor	Student attends all classes or meetings and maintains an online presence at all times	
Comments:					
2. Reliability	Student has been late to class or left early from class 3 or more times in a semester; often misses online	Student has occasionally been late to class or left early from class or has missed online obligations, and	Student is on time to class and stays until the end, maintains a consistent online presence and	Student is always on time and stays until the end of class, hands in assignments on time and reliably	

Professional Behaviors	Unacceptable (1)	Needs Improvement (2)	Acceptable (3)	Outstanding (4)	Score
	obligations without explanation; and assignments are often late or missing	has late assignments no more than once per semester	hands in assignments on time except in truly rare or unusual circumstances	maintains an online presence	
Comments:					
3. Communication: Maintains efficient communication with professor	Student does not usually contact the instructor to inform of tardiness or absence from class and/or provides no reason for absences	Student contacts the professor to inform of tardiness or absence, but does it after already missing a class or meeting	Student contacts the professor prior to the beginning of class most times (at least 90%) to inform of tardiness or absence. In the very rare instances when this is not done prior, the student contacts the professor immediately after	Student always contacts the professor prior to the beginning of class to inform of anticipated tardiness, illness, etc., except in true emergencies, and then contact the professor immediately thereafter.	
Comments:					
4. Respect: Demonstrates respect and support in relationships	Student is frequently disrespectful to and non-supportive of classmates, staff, and/or faculty	Student is occasionally disrespectful to and non-supportive of classmates, staff, and/or faculty	Student is usually respectful to and supportive of classmates, staff, and/or faculty	Student is always respectful to and supportive of classmates, staff, and/or faculty	
Comments:					
5. Self-Awareness: Demonstrates self-awareness	Student rarely shows self-awareness about the impact of verbal and non-verbal communications	Student only occasionally shows self-awareness about the impact of verbal and non-verbal communications	Student almost always maintains a high level of self-awareness about the impact of verbal and non-verbal communications	Student always maintains a high level of self-awareness about the impact of verbal and non-verbal communications	
Comments:					
6. Diversity Awareness: Demonstrates awareness and responsiveness to diversity	Student's classroom or student-related interactions rarely reflect respect for and appreciation of diverse opinions,	Student only occasionally reflects respect for and appreciation of diverse opinions, experiences, and/or people in the classroom or	Student's classroom or student-related interactions almost always reflect respect for and appreciation of diverse opinions,	Student's classroom or student-related interactions always reflect respect for and appreciation of diverse opinions,	

Professional Behaviors	Unacceptable (1)	Needs Improvement (2)	Acceptable (3)	Outstanding (4)	Score
	experiences, and/or people	during student- related interactions	experiences, and/or people	experiences, and/or people	
Comments:					
7. Collegiality: Demonstrates collegiality and collaborative interactions	Student has not demonstrated collaborative skills in work with others and/or student has poor relationships with classmates or others involved in student learning	Student is reluctant to collaborate with others and/or struggles with maintaining positive relationships	Student almost always works collaboratively with team members and/or student almost always engages positively with others	Student always works collaboratively with team members and/or student always engages positively with others	
Comments:					
8. Oral Expression: Strives for a high level of oral expression	Student consistently gets feedback from instructor that oral expression is unprofessional and does not make efforts to correct	Student frequently gets feedback from instructor that oral expression is unprofessional and rarely makes adjustments and/or efforts to correct	Student frequently displays appropriate oral expression and, when necessary, makes clear effort to correct errors when provided feedback	Student consistently displays appropriate and professional oral expression	
Comments:					
9. Written Expression: Strives for a high level of written expression	Student consistently gets feedback from instructors that written expression is unacceptable or unprofessional and/or grades on papers are reduced significantly because of writing	Student's written work lacks clarity and has some errors and/or grades on papers are reduced somewhat because of writing	Student almost always expresses ideas or concepts clearly, with very few errors; and/or grades on papers are reduced only slightly because of writing	Student always expresses ideas or concepts clearly, with an absence of errors and/or grades on papers are reduced minimally because of writing	
Comments:					
10. Initiative & Reliability: Demonstrates initiative, reliability, and dependability	Student rarely takes initiative to plan and complete work in a timely manner and/or student rarely submits assignments on time	Student only occasionally takes initiative to plan and complete work in a timely manner, as a result coming to class minimally prepared	Student almost always takes initiative to plan and complete work in a timely manner and/or almost always submits	Student always take initiative to plan and complete work in a timely manner and/or always submits work on time	

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			assignments on time		
Comments:					
11. Responsiveness to Feedback: Demonstrates evidence of motivation to improve self	Student has not demonstrated receptiveness to suggestions and feedback from others and, therefore, makes no effort to adjust performance accordingly	Student is usually receptive to suggestions and feedback, but does not adjust performance accordingly	Student is almost always receptive to suggestions or feedback and adjusts performance accordingly	Student is always receptive to suggestions or feedback from others, and adjusts performance accordingly	
Comments:					
12. Compliance with Professional Requirements: Demonstrates compliance with the professional conduct policy in the Social Work Program and Field Education Manual	Student demonstrates significant problems in complying with the Social Work Program requirements	Student only moderately demonstrates compliance with the Social Work Program requirements	Student almost always demonstrates compliance with the Social Work Program requirements	Student consistently demonstrates compliance with the Social Work Program requirements	
Comments:					
13. Compliance with the NASW Code of Ethics: Demonstrates compliance with the Code of Ethics in its entirety	Student is consistently non- compliant with one or more components of the Code of Ethics	Student is only moderately compliant with the components of the Code of Ethics	Student is almost always compliant with the Code of Ethics in its entirety	Student consistently demonstrates compliance with the Code of Ethics in its entirety	
Comments:					
14. Responsiveness to Communication: Uses departmental communications	Student never checks or responds to email from fellow group mates or the professor	Student rarely checks or responds to emails sent by fellow group mates or the professor	Student is usually consistent in checking email and promptly responds to correspondence from classmates and the professor	Student always checks email and is always prompt to respond to correspondence from classmates and the professor	
Comments:					
15. Professional Appearance: Displays professional	Student's professional attire	Student's professional attire	Student's appearance is	Student's appearance is	

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appearance in face to face classes/online videos that does not interfere with professional relationships/responsibilities.	and presentation is consistently inappropriate for professional and classroom settings	and presentation is frequently inappropriate for professional and classroom settings	routinely appropriate for classroom and professional settings	consistently appropriate for classroom and professional settings	
Comments:					

Rubric Total Score	
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Please list the class(s) in which you taught this student: _____

Instructor's Signature: _____ Date: _____
 (Typed or digital signature will be accepted)

*Please review your scores and the instructor's comments.
 If you have an area where you scored a 1 or 2, please include in your Application Packet a letter expressing how you will improve this area.*

Student's Printed Name: _____

Student's Signature: _____ Date: _____
 (Typed or digital signature will be accepted)

(Adapted from the Tarleton State University Social Work Program Fall 2013, Updated Spring 2020)