# Learner Readiness + Professional Behaviour Checklist

**Learner Name:**

|  |  |
| --- | --- |
|  | **Description** |
| 8 – 10% | The learner has a *full repertoire* of all outlined professional attributes, always demonstrating a respectful and courteous disposition towards responsibilities and class engagement. One or two points are noted for improvement as growth occurs throughout course. |
| 6 – 7% | The learner demonstrates a *good attitude* and disposition towards individual and class responsibilities, class engagement *most of the time*. A few items are noted for improvement. |
| 5% | The learner *sometimes* demonstrates a professional attitude towards class responsibilities and class engagement. An *increased awareness* of professional development would enhance the learner’s overall professionalism. More improvement is required. |
| 0 – 4 % | The learner *lacks the demonstration of class professionalism behaviours*. The learner must develop a greater repertoire of professional attributes. Significant work is required. |

The following criteria are elements of professionalism that encompasses 10% of your mark in this course:

* **is on time and prepared for class activities each day** (e.g., is prepared to learn and contribute to the class with materials ready for learning, has completed the required readings, arrives to class on time, brings required materials to class, has readings and in-class activities done by due date, etc.)
* **attends and engages in all aspects of class activities by showing up for class** (attendance demonstrates professionalism, comes to class on a consistent basis, is present and focused on class, when absent - emails instructor with follow-up)
* **actively engages in class activities and** **stays on task** (e.g., provides supportive comments to peers, stays on task and focused on activity, avoids texting/emailing or disruptions, shows involvement, engages in team activities etc.)
* **frequently accesses** Brightspace to read emails, access content (e.g., scans course material prior to class, engages in assessment activities, makes daily and frequent use of it for being engaged and responsible for learning expectations)
* **interacts and communicates respectfully** with peers, instructor, and staff (e.g., talking, emailing, writing in tone, writing, speaking, works well with team members and classmates)
* demonstrates effective **listening skills** (e.g., paying attention in class, listening to teammates, replying with appropriate comments, responding appropriately to situations, not engaging in disruptive behaviours)
* is **proactive in supporting a positive classroom environment** (e.g., heads off problems before they arise, considers and plans for actions and words to be considerate of peers, instructor and guests)
* **accepts** and uses **constructive feedback** in a positive manner (e.g., responds to team feedback and instructor suggestions for improvement with appropriate responses, gives appropriate feedback to peers etc.)
* **shows initiative and interest** (e.g., engages in all activities, seeks out answers on own, shows interest in topics and activities beyond requirements, helps create a positive and engaged classroom environment etc.)

**Self-Reflection 1** Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mark / % You Feel You Deserve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how you have acted in a professional manner in this course providing some examples and insights into your actions.

**Self-Reflection 2**  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mark / % You Feel You Deserve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how you have acted in a professional manner in this course providing some examples and insights into your actions.

**Self-Reflection 3**  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mark / % You Feel You Deserve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how you have acted in a professional manner in this course providing some examples and insights into your actions.