

**Assessment of Student's Demonstration of Professionalism: Honoring Commitments
March 2019 Draft**

Sub-Competencies of Honoring Commitments	Novice Learner	Advanced Beginner Learner	Intermediate Learner	Competent Learner	Exceptional Learner
Uses Calendaring and Project Management Systems	Not yet developed.	Systems under development.	Functional systems developed and tested.	Excellent systems developed and tested.	Excellent systems developed and tested in practice.
Timeliness/Absences for Class Sessions and Meetings	Often arrives late to class sessions and meetings.	Occasionally arrives to class sessions and meetings on time.	Frequently or almost always arrives to class and meetings on time.	Always or almost always arrives to class sessions and meetings on time.	Always arrives to class sessions and meetings on time.
Notice Re Timeliness/Absences for Class Sessions and Meetings	Often does not give timely notice or provide explanations if late or unable to attend.	Occasionally gives timely notice or provides explanations if late or unable to attend.	Frequently or almost always gives timely notice or explanation whenever late or unable to attend.	Always or almost always gives timely notice or explanation whenever late or unable to attend.	Always arrives to class sessions and meetings on time.
Delivers work on time	Often misses timetables/deadlines.	Occasionally misses timetables/deadlines.	Rarely misses timetables/deadlines.	Always delivers on time within deadlines and has anticipated possibility of unforeseen obstacles as precaution.	Regularly delivers beyond assigned tasks to "go above and beyond." Exceeds expectations.
Notice Re Delivering work on time	Often does not give timely notice or explanation when submitting assignments or work late	Occasionally gives timely notice or explanation when submitting assignments or work late	Frequently or almost always gives timely notice or explanation when submitting assignments or work late	Always delivers on time within deadlines and has anticipated possibility of unforeseen obstacles as precaution.	Regularly delivers beyond assigned tasks to "go above and beyond." Exceeds expectations.
Preparation for Class	Often does not prepare for class sessions and meetings.	Occasionally prepared for class sessions and meetings.	Frequently or almost always prepared for class sessions and meetings.	Always prepared for class sessions and meetings.	Always prepared for class sessions/meetings. Exceeds expectations.
Notice Re Preparation for Class	Often does not give timely notice or provide explanations if unprepared.	Occasionally gives timely notice or provides explanations if unprepared.	Frequently or almost always gives timely notice or explanation whenever unprepared.	Always prepared for class sessions and meetings.	Always prepared for class sessions/meetings. Exceeds expectations.
Participation in Class	Participation in class sessions/meetings often does not meet the required minimum.	Participation in class sessions/meetings occasionally meets the required minimum.	Participation in class sessions/meetings meets the required minimum.	Participation in class sessions/meetings exceeds expectations some of the time.	Participation in class sessions /meetings consistently exceeds expectations.
Use of Technology During Class	Often does not use technology in class appropriately.	Occasionally uses technology in class appropriately.	Rarely uses technology inappropriately in class.	Always or almost always uses technology in class appropriately.	Always uses technology in class appropriately.
Committed to Excellence and High Quality Work	Often submits less than high quality work.	Occasionally submits less than high quality work.	Rarely submits less than high quality work.	Always submits high quality work.	Regularly delivers beyond assigned tasks to "go above and beyond." Exceeds expectations.