

Professional Progress Report

Candidate's Name _____

ID * _____

Candidate's Program Area _____

Classification _____

Person completing the report _____

Date _____

Purpose: Recognize exemplary achievement _____

Report Concern _____

Please complete (check) only those items that apply. If reporting concerns, please be sure to complete page 2 and note the date the concern was discussed or addressed with the candidate in the comments section.

REFLECTIVE

Attendance

- Perfect attendance record
- Rarely absent
- Frequently absent (number of times _____)

Punctuality

- Always on time
- Generally punctual
- Frequently late (number of times _____)

Self-Assessment

- Takes responsibility for successes and mistakes; seeks to remedy errors
- Takes responsibility for successes and mistakes but fails to take steps to remedy errors
- Fails to take responsibility for successes and mistakes; blames others for outcomes

Legal/Ethical Knowledge

- Maintains the highest standards in legal and ethical behaviors; follows UCO Code of Ethics
- Shows an awareness of legal and ethical behaviors but does not consistently apply that awareness
- Violates professional standards for legal and ethical behaviors

RESPONSIVE

Oral Communication

- Articulate, expresses ideas so that others understand
- Inarticulate, hesitates to express self
- Makes frequent speaking errors

Written Communication

- Organizes and clearly expresses ideas in writing
- Written work is often unclear and disorganized
- Written work demonstrates frequent grammatical errors

Respect for Diversity

- Interacts with diverse individuals in respectful ways
- Indicates an awareness of individual needs, but fails to respond appropriately
- Demonstrates insensitivity toward individuals or groups of individuals

Collegiality

- Works cooperatively
- Reluctant to cooperate and work with others
- Fails to cooperate and work with others

RESOURCEFUL

Critical Thinking

- Thinks critically; perceives multiple sides of an issue; develops creative responses
- Reasons through problems but unable to see multiple sides of an issue
- Struggles with initial analysis, synthesis, and evaluation of information

Resourcefulness

- Creative; independently implements plans
- Has good ideas; works effectively with limited supervision
- Passive; depends on others for direction, ideas, guidance

Response to Feedback/Supervision

- Receptive and adjusts performance appropriately
- Receptive but fails to implement suggestions
- Defensive, unreceptive to feedback and supervision

Commitment to Teaching Profession

- Appears deeply committed to the profession
- Expresses a sincere interest in teaching and students
- Expresses disdain for the teaching profession

OTHER CONCERNS

- Please explain any other concerns on side 2

Please complete and sign side 2

Professional Progress Report

Please identify any other behaviors and/or dispositions that have interfered with this candidate's successful progress.

Identify actions/recommendations that you have already taken/made with this candidate. (Include dates)

What action(s) do you recommend to the Admissions committee for this candidate?

Additional Comments:

Signature of individual completing the form

Signature of student

The student's signature does not constitute agreement with said statements, but is an acknowledgment of having read this document.

Please return this form to: Council on Teacher Education Admissions & Retention Committee
c/o Assistant Dean/Director of Educator Preparation
College of Education and Professional Studies
ED 207, Box 106

Date of Review _____

Recommended action _____

Date letter sent to candidate _____

Response received from candidate _____