

	<b>Needs improvement</b>	<b>Emerging</b>	<b>Competent</b>	<b>Accomplished</b>
<b>PROFESSIONALISM -- (DEMEANOR)</b>	Rude to colleagues, others. Disregards rules/regulations. Frequently disrespectful to colleagues in language, actions; <i>often uses cell phone for texting, etc. while others are speaking or during work time.</i>	Polite when it is convenient or easy. Often ignores needs of others. Frequent irresponsible actions; not compliant with rules/ regulations. Sometimes disrespectful to colleagues in language, actions; often uses cell phone for texting, etc. while others are speaking or during work time.	Usually polite; usually takes initiative to meet the needs of others. Variably responsible for actions or for following rules/ regulations; occasionally does not meet expectations. Usually respectful of colleagues in words and actions; rarely seen using cell phone in class, occasionally neglects to silence the ringer.	Always polite; takes action to meet needs of others. Responsible for actions; complies with rules/ regulations; works above usual expectations for age/skill level. Respectful of colleagues in words and actions; cell phone use reserved for individual time.
<b>PUNCTUAL AND RELIABLE</b>	<i>Often late</i> ; unconcerned with schedules and others' time; does not plan ahead. Not dependable.	Inconsistent with compliance to schedules; sometimes late but usually on time. Rarely plans ahead.	Usually reliable, occasionally runs late; makes last minute plans but keeps them. Usually available.	Always reliable and on time, or calls/makes appropriate arrangement if unable to meet schedule. Plans schedule well in advance. Available for tasks and support or has substantial reason when not available.
<b>PERSEVERING</b>	Tasks and projects not completed, or nearly always late. No attention paid to details of task.	Inconsistent in task/project completion; selective on which to complete, regardless of importance or urgency. Tasks completed are often late. Some important details missing.	Usually sees projects and tasks through to the end. Late completion is very infrequent. Occasionally omits or ignores minor details.	Ensures that projects and tasks are completed on time, regardless of time and energy required; effectively deals with barriers to getting tasks completed. Always pays attention to detail.
<b>COOPERATIVE/GOOD TEAM PLAYER</b>	Doesn't provide assistance; withholds information; unreliable; unenthusiastic; unprepared.	Provides assistance only when it is convenient; inconsistently enthusiastic, prepared and/or reliable.	Usually provides assistance; usually enthusiastic, prepared and reliable when working with others.	Provides assistance to others consistently; brings enthusiasm to group; prepared; reliable; communicates openly with other team members; collaborates with and refers to other team members appropriately.
<b>SUPPORTIVE</b>	Does not encourage others; generally uncaring, regardless of circumstances; sabotages goals of others.	Provides encouragement to others when convenient or when he/she identifies with circumstances; ignores goals of others.	Usually provides encouragement to others; provides assistance when asked	Provides encouragement regardless of circumstances; actively helps others to reach goals.
<b>WILLING/HELPFUL</b>	<i>Reluctant to be involved in problem-solving efforts</i> ; ignores situations where assistance can be provided.	Will assist with problem-solving occasionally IF interested; helps only if asked	Usually solves problems but is occasionally reluctant; usually provides assistance.	Takes initiative to assist in solving problems that need to be addressed; seeks situations where assistance can be provided.
<b>LISTENING SKILLS</b>	Doesn't practice active listening; no eye contact, attention on other things.	Hears what is said, but doesn't always think about what is said or give any indication understanding; often "cuts off" statements of others.	Usually practices active listening; usually avoids rushing others; maintains eye contact but is sometimes distracted while listening.	Practices active listening—hears what is said, thinks about what is said, and gives indication that he/she understands what has been said; maintains eye contact and focus on conversation at hand.

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<b>HONEST</b>	Evasive behavior commonly exhibited, reports/documents contain numerous misrepresentations; Routinely presents the work/ideas of others as his (her) own.	Avoids truth; uses white lies and cover-ups; reports/documents contain several misrepresentations; frequently neglects proper citations for the work/ideas of others.	Corrects but does not quite admit own mistakes; tells only part of story but does not lie; few misrepresentations in reports/documents produced; usually cites resources accurately.	Admits mistakes and attempts to resolve; truthful in difficult/all situations; does not withhold pertinent information; holds eye contact; develops documents that are accurate and free of misrepresentations, readily and accurately provides citations for resources.
<b>OPEN-MINDED</b>	Avoids evaluation of situation based on how others view it; will not consider new options/input.	Evaluates a situation openly only if beliefs are shared.	Usually evaluates circumstances fairly, regardless of personal beliefs.	Evaluates circumstances regardless of personal beliefs; looks at other points-of-view and different methods of doing things.
<b>LEADERSHIP</b>	Often negative; offends others easily and is not helpful in guiding or persuading.	Generally not inspirational; not easily able to guide others or be persuasive in a positive manner.	Sometimes able to inspire and guide others or to be persuasive in a positive manner.	Able to inspire and guide others easily; persuasive in a positive manner.
<b>ACCOUNTABLE &amp; RESPONSIBLE</b>	Unable to provide sources of information; rarely accepts responsibility for actions.	Often does not provide documented information to support practices. Often doesn't assume responsibility for actions.	Usually able to provide documented information to support practices. Usually accepts responsibility for actions. Usually acts upon decisions made; usually takes ownership for assignments.	Able to provide documented evidence to support recommendations. Always accepts responsibility for actions. Always supports own decisions through action. Practices within limits of his/her qualifications, and collaborates and refers as appropriate.
<b>NON-JUDGMENTAL</b>	Maintains bias toward others, unwilling to accept new facts, ideas.	Quick to decide an opinion based on impression rather than fact.	Often tries to get facts before decisions, but sometimes just makes unfair conclusion.	Always gets the facts before determining course of action; respects others' ideas and values; fair.
<b>KNOWLEDGEABLE</b>	Uses some old knowledge or skills in practice. Unwilling to share information; does not care to stay current.	Conscious of need to update knowledge but does not persevere and follow-through. Shares information only if asked.	Usually applies current knowledge, skills and standards in most areas of practice. Willing to share information with others.	Always updates knowledge, skills and standards through education; applies them in practice; actively participates in life-long self-assessment, improvement and development; seeks opportunities to share information with others.
<b>ETHICAL</b> <i>http://www.safnet.org/who/codeofethics.cfm</i>	Seldom follows rules and standards; self-gain is of primary concern. Poor moral behavior; never follows rules.	May deviate from rules and standards often. Occasionally exhibits poor moral behavior.	Usually follows rules and standards; usually exhibits moral behavior.	Always follows rules and standards of the profession; does not practice beyond his/her limits; always exhibits moral behavior.

Adapted from: Professionalism Rubric for Dietetic Students/Interns/Professionals. Food Science and Human Nutrition, Iowa State University.