**Professional Behaviors for Remote Learning**

**Spring 2021**

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| **Student:**  **Cooperating Teacher:**  **Supervisor:**  **Date:** | **Always** | **Most of the time** | **Some of the time** | **Rarely** | **n/a** |
| **Student is available during the entirety of scheduled practicum times.**  •Attends and participates in meetings, even those scheduled on short notice  •Replies promptly to emails, phone calls, texts, etc. |  |  |  |  |  |
| **Student communicates proactively when availability is limited.**  •Student will alert cooperating teacher and supervisor of absences  •Student communicates with teacher immediately if availability will be limited |  |  |  |  |  |
| **Student arrives to meetings on time.**  •Student joins at the appropriate time  •Meeting participants do not have to wait for student to link in |  |  |  |  |  |
| **Student is professional in appearance and demeanor.**  •Clothing and personal hygiene reflect maturity and professionalism  •Participation indicates alertness, enthusiasm, and care  •Student is positioned at a stationary desk or table  •Student refrains from eating and chewing gum on camera  •Water bottles and drinks are out of view |  |  |  |  |  |
| **Student’s remote setting is appropriate for school-aged students.**  • Camera is on 95% of the time and the background is free of distractions and clutter  •Lighting and sound are of good quality  •No items depicting tobacco, alcohol, illegal substances, nudity, or questionable graphics are visible  •No roommates or family members are present/visible in meetings or in learning sessions |  |  |  |  |  |
| Students are expected to score “ALWAYS” for all components. If concerns arise, please talk to the student directly and follow up with the University supervisor.  Cooperating teachers, please complete this form for all students once before midterm and once before the final evaluation. This form may be used more frequently to monitor students who are not meeting expectations. | | | | | |
| COMMENTS: | | | | | |