



Communication Sciences and Disorders

Professional Skills Document

This document will serve as a guide to skills that have been identified as important to one's success as a professional.

Name: _____

Instructions: Select the rating that best describes the student's demonstrated professional behavior. If rating is below a '3', comments should be written below the area being assessed.

1--Skill Rarely seen (less than 50% of time) Required level of professional development is not demonstrated

2--Skill Occasionally seen (50-75% of time) Needs Improvement

3--Skill Frequently seen (75-95% of time) Demonstrates routinely

4--Skill Consistently seen (95% or more) Demonstrates routinely and exceptionally

Date:	Date:	Date:	Date:
Initials:	Initials:	Initials:	Initials:

Commitment to Learning

Attends classes regularly				
Participates in academic/clinical discussions, offering own thoughts and ideas				
Exhibits an eagerness and interest in learning; welcomes additional learning opportunities				
Identifies own learning needs and seeks further knowledge and/or assistance through research or faculty/supervisor discussions.				
Communicates clearly and promptly about questions or concerns				
Receptive to suggestions to improve academic, clinical and/or professional skills				
Demonstrates initiative				
Develops and executes plan of action in response to feedback				
Takes responsibility for actions				
Other:				
Comments:				

Problem Solving

Recognizes, states and describes possible solutions to problems				
Implements solution(s) and evaluates success, selecting an alternative if needed				
Uses past experience to guide decision making				
Demonstrates cultural competency by recognizing own biases and suspending judgmental thinking				
Other:				
Comments:				

Ethical Behavior

Demonstrates ethical behavior in public conversations, social media and written communication				
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Always represents self and work honestly				
Maintains confidentiality				
Adheres to the ASHA code of Ethics				
Other:				
Comments:				

Organization and Time Management

Arrives on time and is prepared for all professional commitments				
Follows through on responsibilities; due dates are respected				
Manages time and materials to meet program requirements				
Demonstrates flexibility ;able to prioritize and reorganize as needed				
Other:				
Comments:				

Interpersonal skills and communication

Maintains professional demeanor and responds appropriately in a variety of situations				
Identifies personal stressors and develops outlets for management , seeking outside assistance as needed				
Maintains balance between personal and academic/clinical responsibilities				
Communicates with others in a respectful, confident manner, regardless of cultural or personal differences				
Modifies written and verbal communication to meet needs of different audiences (professors, peers, clients)				
Uses appropriate nonverbal communication (body language, affect, eye contact)				
Establishes rapport and collaborates effectively with peers,faculty and other professionals				
Other:				
Comments:				

Signature

Date

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Professional Goals:

