



# PROFESSIONALISM AT SCHOOL

- ✓ How You Act
- ✓ How You Look
- ✓ What You Produce

# 8 CATEGORIES OF PROFESSIONALISM

- Attendance
- Punctuality
- Courtesy
- Respect
- Work Ethic
- Responsibility
- Cooperation
- Appearance



# ATTENDANCE ~

- COME TO SCHOOL
- Go to class/Stay in class
- If you must be absent, ask for missed work and make it up quickly



# ATTENDANCE ~

Showing up every day is a skill you must develop in order to do well in school and to get and keep a job later on.

School only gets harder when you miss classes!



# PUNCTUALITY ~

- Be at school on time
- Get to class on time



# PUNCTUALITY ~

Being on time shows that you are organized, dependable, and respectful of others' time.

Punctuality shows that you have power and control over your own life.



# COURTESY ~

- Give undivided attention when someone is speaking-sitting up, facing speaker
- Address others appropriately, especially adults
- Avoid oversharing – keep personal issues out of the classroom

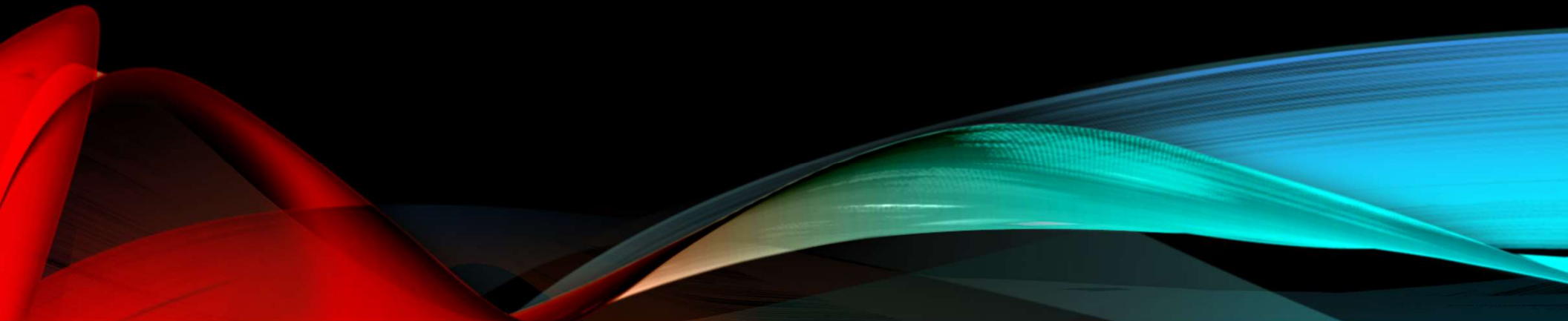




# COURTESY ~

Being courteous not only shows that you value others as human beings, but that you have confidence in yourself.

Courtesy is the first level of respect in maintaining a civil society.





# RESPECT ~

- Be sure what you say is kind, appropriate, and on topic
- Speak with an appropriate tone of voice to everyone
- Avoid eye-rolling, muttering under your breath, etc.



# RESPECT ~

Being respectful shows that you are mature enough to accept others for who they are, even if they are different from you or you don't agree with them.

Respect doesn't have to come naturally – it is something you can learn by practicing.



# WORK ETHIC ~

- Complete every assignment to the very best of your ability
- Ask for help when you need it
- Turn in all work on time
- Do not cheat or plagiarize



# WORK ETHIC~

A good work ethic is the number one soft skill  
looked for by employers.

A little bit of hard work goes a long way toward  
helping you be more successful at school and in  
the workplace.



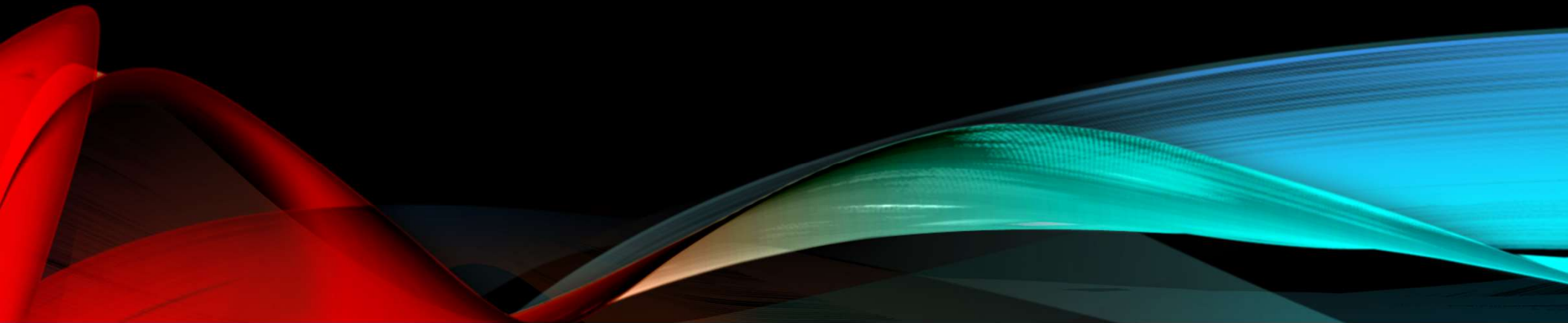
# RESPONSIBILITY ~

- Keep up with assignments and due dates – find an organization system that works for you
- Get to class with all supplies, books, and completed work
- Leave phone in the office
- Check work for errors and make corrections
- Check Renweb-know your grades in all classes
- Own up to mistakes, apologize when needed



# RESPONSIBILITY ~

Being responsible is the first step in becoming independent from your parents.



# COOPERATION ~

- Work well with others – collaborate, don't compete
- Follow teacher directions the first time
- Help others when possible
- Show self-control when upset, angry, or anxious
- Be flexible and accept constructive criticism

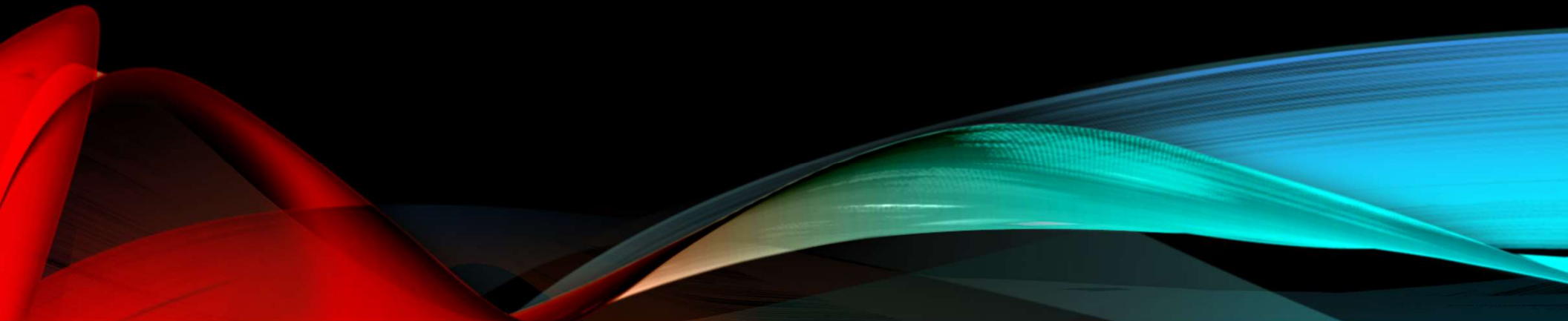




# COOPERATION ~

Being cooperative shows that you have the maturity to consider what others need while you ask for what you need.

Bosses know that teamwork leads to greater outcomes at work – practicing it now will get you ready for success in the future.



# APPEARANCE ~

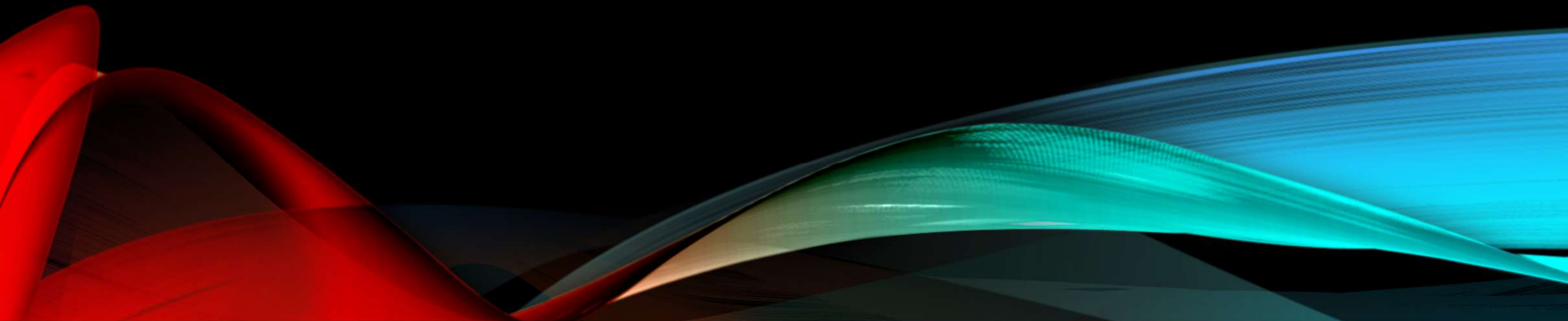
- Bathe, wash hair regularly
- Use deodorant daily
- Be sure hair is combed and styled neatly
- Brush teeth daily
- Be sure clothing is clean, fits well, and is not stained, torn, or wrinkled



# APPEARANCE ~

Like it or not, you are constantly evaluated and re-evaluated by the people around you, especially employers.

Your appearance sends many messages about how you view your environment and how much respect you have for yourself.





# **PROFESSIONALISM IS PART OF YOUR GRADE IN THIS CLASS!**

You will earn a test grade for  
Professionalism at the end of every  
quarter.

**CONCORD ACADEMY**  
**QUARTERLY PROFESSIONALISM RUBRIC**  
**2024-2025**

Student:

Quarter:

	Not At All	Not So Well	Somewhat Well	Very Well	Extremely Well	SCORE
	12      13 Failing	14      15      Less than Satisfactory	16      17 Satisfactory	18      19 Satisfactory Plus	20 Excellent	
<b>Work Habits &amp; Attitudes:</b> <i>Motivation, energy for self-improvement, initiative, pride in work, adaptability, willingness to learn</i>	Apathetic, irresponsible. No effort to learn or improve. Fails to follow directions.	Does just enough to get by. Seldom strives to improve work. Requires supervision and constant reminders. Needs directions repeated.	Shows satisfactory initiative/motivation. Willing to improve when given opportunity. Needs to search for materials. Needs clarification on directions.	Diligent towards work. Often seeks to learn and improve. Takes pride in work. Finds materials easily. Follows directions easily.	Excellent initiative. Seeks better ways to do work. Helps others improve. Has materials ready. Follows directions thoroughly.	



**CONCORD ACADEMY**  
**QUARTERLY PROFESSIONALISM RUBRIC**  
**2024-2025**

Student:

Quarter:

	Not At All	Not So Well	Somewhat Well	Very Well	Extremely Well	SCORE
	12      13 Failing	14      15      Less than Satisfactory	16      17 Satisfactory	18      19 Satisfactory Plus	20 Excellent	
<b>Interpersonal Effectiveness:</b> <i>Ability to get along with others, tact, courtesy, respect, cooperation</i>	Difficult to work with. Uncooperative. Behavior hinders others' ability to work.	Sometimes reluctant to help. Can be rude or tactless. Behavior sometimes hinders others.	Cooperative and courteous most of the time. Usually gets along well with others. Willing to help.	Consistently courteous and helpful. Works well with others.	Excellent interactions with others, even in difficult situations. Goes the "extra mile" to help others.	

**CONCORD ACADEMY**  
**QUARTERLY PROFESSIONALISM RUBRIC**  
**2024-2025**

Student:

Quarter:

	Not At All	Not So Well	Somewhat Well	Very Well	Extremely Well	SCORE
	12      13 Failing	14      15      Less than Satisfactory	16      17 Satisfactory	18      19 Satisfactory Plus	20 Excellent	
<b>Quality of Work:</b> <i>How accurate, neat, error-free, and complete is the work?</i>	Work is sloppy, often incomplete. Difficult to read. Many mistakes.	Sometimes careless. Needs to improve checking for errors. Work is sometimes incomplete.	Work meets quality standards. Work is usually complete with minimal errors.	Work is accurate and neat. Work is rarely incomplete. Seldom makes errors.	Consistently high quality work. Accurate and neat. Always complete and checked over.	



**CONCORD ACADEMY**  
**QUARTERLY PROFESSIONALISM RUBRIC**  
**2024-2025**

Student:

Quarter:

	Not At All	Not So Well	Somewhat Well	Very Well	Extremely Well	SCORE
	12 13 Failing	14 15 Less than Satisfactory	16 17 Satisfactory	18 19 Satisfactory Plus	20 Excellent	
<b>Quantity of Work:</b> <i>How much acceptable work is produced and submitted on time?</i>	Work is usually late. 3 or more assignments incomplete, missing, or late.	Homework is frequently "in locker" or "at home". 2 assignments incomplete, missing, or late.	Rarely fails to meet due dates. Homework sometimes "in locker" or "at home". 1 assignment incomplete, missing, or late.	Consistently completes work on time with little supervision/few reminders. No incomplete, missing, or late work.	High volume of high quality work provided. Always strives to improve productivity. No incomplete, missing, or late work.	

**CONCORD ACADEMY**  
**QUARTERLY PROFESSIONALISM RUBRIC**  
**2024-2025**

Student:

Quarter:

	Not At All 12 13 Failing	Not So Well 14 15 Less than Satisfactory	Somewhat Well 16 17 Satisfactory	Very Well 18 19 Satisfactory Plus	Extremely Well 20 Excellent	SCORE
<b>Dependability:</b> <i>Attendance, punctuality, reliability</i>	Not reliable in meeting commitments. Needs reminders to start work. 4 or more requests to leave the room. 3 or more absences, at least 1 tardy.	Somewhat reliable. Forgets to put away distractions and get work started. 3 requests to leave the room. 2 absences or at least 1 tardy.	Reliable. Sometimes gets distracted when beginning work. 2 requests to leave the room. Less than 3 tardies and absences.	Reliable. Good attendance and punctuality. Starts work on time. 1 request to leave the room. Less than 3 absences. No tardies.	In seat and working on time. No requests to leave the room. No absences. No tardies.	

**CONCORD ACADEMY**  
**QUARTERLY PROFESSIONALISM RUBRIC**  
**2024-2025**

Student:

Quarter:

	Not At All	Not So Well	Somewhat Well	Very Well	Extremely Well	
	12      13 Failing	14      15      Less than Satisfactory	16      17 Satisfactory	18      19 Satisfactory Plus	20 Excellent	SCORE
<b>Appearance:</b> <i>Dress code compliance, personal hygiene, grooming</i>	Uniform frequently not clean, torn, ill-fitting. Shirt usually untucked. Not usually well-groomed.	Uniform often not clean, torn, ill-fitting. Shirt often untucked. Sometimes not well-groomed.	Follows dress code satisfactorily most of the time.	Uniform usually clean, neat, well-fitting. Shirt almost always tucked. Usually well-groomed.	Uniform is always clean, neat, well-fitting. Shirt always tucked. Grooming is always impeccable.	



# PROFESSIONALISM