

Professional Dispositions Form

As professionals in training, you are expected to model professional behavior at all times including in class, in the community, and in your field-based experiences. As instructors, we are asked about your professionalism by faculty, community members, and future employers. We judge professionalism from your behaviors in our classrooms. The following is a list of expectations that will help you present yourself in the most positive and professional manner.

- 1. Attendance, punctuality, and participation:** Come to class on time and be prepared for class (e.g., assignments, readings completed ahead of time). You are also expected to notify professors in case of absence. The notification can be done through email, telephone or text message as arranged by you and your instructor previously. Bring doctor notes and university absence forms to class when you return.
- 2. Work habits:** Complete assignments on time (e.g., adhere to due dates outlined in course syllabi). Carefully read and follow instructions regarding assignments so they are complete and professionally presented.
- 3. Quality of work:** You are expected to submit work that reflects thoughtful consideration and your best effort. This includes proofreading and correcting errors before submitting. If you wait till the last minute to do your assignments, it will be reflected in your work.
- 4. Respect:** Exhibit professional behaviors in and out of class, including oral and written communication (e.g., emails). With regard to emails, include appropriate greetings (e.g., Dear Dr. Smith) and sign your first and last name at the end of the message. Identify the name of the course in your correspondence. Your demeanor should also communicate respect in your interactions with faculty members, school personnel, students, peers, and parents.
- 5. Technology:** Turn off cell phones during class and field placements, as sending or receiving text messages or phone calls is unacceptable. You may use iPads and laptop computers for the purpose of taking notes in class, following along with Power Points and lessons, or completing tasks assigned in class that require the use of iPads. If you use these devices to access your email, games, or the Internet, consequences will be applied. Be responsible and respectful in your postings on social media outlets.

6. **Interactions with professors, field placement personnel, and students:** Conduct yourself in a professional manner in working with faculty, collaborating with mentor teachers and other school personnel, and when interacting with students as well as in the community. This includes, but is not limited to, using positive language, having discussions at appropriate times and in appropriate places,
7. **Professionalism in field placements and student teaching:** Dress appropriately and professionally when representing Texas A&M in school settings, following the professional dress code of the district. You are also expected to notify your mentor teacher in advance if you are going to be late. The notification can be done through email, telephone or text message as arranged by you and your mentor teacher previously.
8. **Attitude:** Demonstrate a positive attitude toward the profession, faculty, students, school personnel, your peers, and parents.
9. **Commitment to excellence in teaching:** Display an interest in and commitment to teaching, be willing to improve your skills, and apply feedback from supervisors in a timely manner. Plan to engage in lifelong learning.
10. **Confidentiality:** Maintain confidentiality of student records, correspondence, and conversations both in your University courses and in school and community settings. That means using pseudonyms in written materials, and being sure not to mention real names in your professional conversations. As trainers, your faculty can know information about the students you are teaching, but keeping specific identifying information private is essential.

I have read the above and agree to follow these guidelines.

Printed Name

UIN

Signature

Date