

# Professional Behavior

## LESSON GOAL

Observe professionalism, identify characteristics of a professional person, and apply new knowledge of professionalism to internship site.

## ESSENTIAL QUESTION

What does it mean to behave professionally? How does my professional behavior affect my role in the organization?

## INTEGRATING TECHNOLOGY

### ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

### MY PORTFOLIO

- Submit work to My Portfolio.

### MY WORKSPACE

- Prepare your assignments in My Workspace.

### LESSONS

- Review the lesson.
- Complete assignment.
- Submit assignment.

### ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

### GRADEBOOK

- Check Gradebook for your lesson evaluation.

### SCHEDULE

- Check schedule for assignments and due dates.

### COMMUNICATE

with your teacher or other students if desired

- Blogger
- Chat Room
- Drop box
- Mailtool

One class period as an introduction; one week of observation, and a follow up class period to share observations and discuss

## LESSON OVERVIEW

In this lesson you will be investigating what it means to be professional. You've probably heard this word but what does it really mean? How do you recognize professionalism? What does it mean to be unprofessional? What is the result of professional and unprofessional behavior?

To investigate these questions, you will act as a professionalism sleuth of sorts. You will choose an adult in your life that you see in the workplace on a regular basis. Your job is to secretly observe this person as they work. You need to write down your observations with great detail. Then, after you have completed your observation, you will share your observations with your class and come up with a master list of what it looks like to be professional. After that you will write a reflection about your definition of professionalism and how you can be more professional at your experiential site.

## STUDENT EXPECTATIONS

1. Discuss what professionalism is.
2. Develop an observation checklist of questions to consider.
3. Observe someone in a workplace setting and make notes on his or her behavior.
4. Complete the *Professionalism Observation Assignment*.
5. Develop a list of professional characteristics.
6. Write a reflection about professionalism.

There are two assignments in this lesson that require you to observe and reflect on professionalism.

### Here are the ways you can success in this lesson

1. Engage in classroom discussions on professionalism fully by offering thoughtful responses.
2. Engage in small group brainstorm fully by offering insightful questions and listening well to others in the group.
3. Conduct an observation of a professional in a timely, professional, and thorough manner.
4. Complete each observation question thoroughly by providing great detail in observations.
5. Complete thoughtful reflection on professionalism by applying new knowledge of professionalism to site work.

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## ASSIGNMENT 1

### Professionalism Observation

In class you have discussed professionalism and developed a list of questions to consider when you are observing someone.

Think about all the different professionals you encounter on a regular basis: librarians, secretaries, custodians, retail clerks, teachers, doctors, store owners, and coaches. Choose one of these individuals to observe for at least ten minutes. This could be a teacher, a school staff member such as a secretary, counselor, or janitor, or someone from your internship site. You could also choose someone from your doctor's office or local retail shop. Take detailed notes on their professional behavior. Note how they interact with others, organize their time and space, respond to problems that arise, and dress for their position.

Look over the *Professionalism Observation Assignment* before you begin the observation for ideas on what to look for. Then, once you have compiled your notes, complete the *Professionalism Observation Assignment* on Sakai.

Use Sakai Assignment Tool to submit the *Professionalism Observation Assignment* for evaluation.



## ASSIGNMENT 2

### Professionalism Reflection

In class you have discussed professionalism, compiled a list of observation questions to consider and observed professionals at work.

After you have discussed characteristics of professionalism with your classmates, think through your initial idea of professionalism before the observation. Then reflect on all the professionalism observations from you and your peers. Review the *Characteristics of a Professional* list you came up with as a class. Then create your own personal definition of professionalism. After this, apply all you have learned about professionalism and list ways you can become more professional at your experiential site.

- Define professionalism in your own words.
- In what ways can you demonstrate professionalism at your internship site?

Use the Sakai Assignments Tool to submit your reflection for evaluation.

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.						
Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
3	<b>ASSIGNMENT 1</b> <b>Professionalism Observation Assignment</b> Complete observation questions thoroughly.	Completed each observation question thoroughly; gave great detail in observations.	Completed each observation question; gave sufficient detail in responses.	Completed most of the observation questions; gave minimal detail in responses.	Completed some of the questions of the observation; gave minimal detail in responses.	
3	<b>ASSIGNMENT 2</b> <b>Reflection</b> Completed thoughtful reflection on professionalism.	Completed thoughtful reflection on professionalism.	Completed reflection on professionalism.	Made an attempt to complete reflection on professionalism.	Did not complete reflection on professionalism.	