# Professional Attributes In-Progress Report

San Jose State University  
Elementary Education Program

Program: (Check one) __ FLEX __ BCLAD __ CRA __ TE __ MLE __YLR

Student Teacher _____________________________________ Date ______________________

Supervisor _________________________ Cooperating Teacher __________________________

School ________________________________ Grade __________________________

<table>
<thead>
<tr>
<th>Professional Attributes Scale</th>
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<tbody>
<tr>
<td><strong>1. Attendance</strong></td>
</tr>
<tr>
<td>☐ Exemplary attendance</td>
</tr>
<tr>
<td>☐ Rarely absent</td>
</tr>
<tr>
<td>☐ Frequently absent</td>
</tr>
<tr>
<td>☐ Not evident</td>
</tr>
<tr>
<td>Comments:</td>
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</tbody>
</table>

| **2. Punctuality**               |
| ☐ Always on time                 |
| ☐ Generally punctual             |
| ☐ Frequently late                |
| ☐ Not evident                    |
| Comments:                        |

| **3. Oral Expression**           |
| ☐ Expressive, animated           |
| ☐ Articulate                     |
| ☐ Inarticulate/hesitates to express self |
| ☐ Makes frequent grammatical errors or is flat/monotone |
| Comments:                        |

| **4. Written Expression**        |
| ☐ Frequently and effectively communicates with parents and/or administrators |
| ☐ Organizes and clearly expresses ideas |
| ☐ Writing is often unclear and disorganized |
| ☐ Written work exhibits frequent misspellings and/or grammatical errors |
| Comments:                        |
5. **Tact/Judgment**
- Highly sensitive to others’ feelings and opinions; diplomatic
- Perceives what to do or say in order to maintain good relations with others and responds accordingly.
- Thoughtless; insensitive to others’ feelings and opinions.
- Not evident

**Comments:**

6. **Reliability/Dependability**
- Self-starter; perceives needs and attends to them immediately.
- Responsible; attends to assigned tasks or duties on schedule without prompting.
- Sometimes needs to be reminded to attend to assigned tasks or duties.
- Sometimes fails to complete assigned tasks and duties.

**Comments:**

7. **Self-Initiative/Independence**
- Creative and resourceful; independently implements plans.
- Has good ideas, works effectively with limited supervision.
- Passive; depends on others for direction, ideas, and guidance.
- Not evident

**Comments:**

8. **Collegiality**
- Willingly shares ideas and materials and values others’ input.
- Willing to work with others but doesn’t contribute equitably.
- Struggles to work with others.
- Not evident

**Comments:**

9. **Interaction with Students**
- Outgoing; actively seeks opportunities to work with students.
- Relates easily and positively with students.
- Shy; hesitant to work with students.
- Responds inappropriately to students’ questions and comments.

**Comments:**

10. **Response to Feedback**
- Solicits suggestions and feedback from others.
- Receptive and adjusts performance accordingly.
- Defensive; unreceptive to feedback.
- Not evident

**Comments:**
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**11. Desire to Improve Teaching Performance**
- □ Continually seeks new and better ways teaching.
- □ Makes some effort to improve teaching performance.
- □ Implements what is suggested
- □ Not evident

**Comments:**

**12. Respects Students’ Learning Potential**
- □ Advocates for the learning of every child and uses instructional strategies that provide opportunities for all students to achieve learning outcomes.
- □ Accepts responsibility for all students’ learning.
- □ Aware of the needs of some, but not all students.
- □ Makes excuses or negative comments about students’ ability to learn.

**Comments:**

**13. Respect for Diversity (Fairness):**
- □ Recognizes diversity as an asset and builds on students’ background while teaching.
- □ Acknowledges student diversity and attempts to draw on students’ background.
- □ Insufficiently aware of diversity among students.
- □ Demonstrates bias or insensitive treatment of students.

**Comments:**

**14. Maintains high ethical and professional standards (confidentiality)**
- □ At all times
- □ Most of the time
- □ Insufficiently aware of diversity among students.
- □ Not evident

**Comments:**
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15. **Awareness of and adherence to district policies and guidelines**
   - ☐ Shows initiative: finds out about guidelines and acts accordingly
   - ☐ Passive: follows guidelines that have been shared
   - ☐ Insufficiently aware of guidelines
   - ☐ Disregards guidelines

16. **Maintains professional appearance**
   - ☐ At all times
   - ☐ Most of the time
   - ☐ Seldom
   - ☐ Not evident

A two-way conference between the student teacher and the cooperating teacher is expected to be held to discuss the evaluation.

I have had the opportunity to read and discuss this evaluation with the evaluator. I understand that my signature does not necessarily indicate concurrence with the evaluation.

Cooperating Teacher’s signature  Date  Student Teacher’s signature  Date