

PROFESSIONAL BEHAVIORS

University Supervisors and Cooperating Teachers

The behavior and performance of professional educators impacts students, families, colleagues, and communities. It is important for both teacher candidates and advanced students to understand that their actions, attitudes, knowledge, and skills can greatly affect K-12 student outcomes as well as influencing mentor teachers and other members of the school community.

As a mentor/supervisor for University of Montana teacher candidates, you are a valued *faculty member* of our professional education unit. In this role, you are encouraged to use the following procedures to address concerns regarding the professional behavior of a teacher candidates and advanced students during clinical experiences.

- 1) Notify the candidate regarding the behavioral concern in a verifiable manner. (e.g., discussion of a written observation record, meeting with the candidate and university supervisor, conversation followed by an e-mail summarizing the concern).
- 2) If behaviors are not corrected after the initial notification, or the issue is considered a serious infraction, a Professional Behavior Form (see attached) may be generated by the professional education unit faculty member.
- 3) The Professional Behavior Form is signed by the author and submitted by email or FAX to the Director of Field Experiences. The Director will then consult with you, the candidate, and the candidate's advisor or other relevant faculty to determine next steps.

PROCEDURES FOR ADDRESSING PROFESSIONAL BEHAVIOR FORM:

In consultation with the professional education unit faculty member submitting the Professional Behavior Form, the Director of Field Experiences and the candidate's advisor may do one, or more, of the following regarding the behavioral infraction. The severity of the infraction may determine the entry point in the procedure.

- 1) The Director meets with the candidate to review and sign the Professional Behavior Form. The initial notification is considered sufficient because the candidate demonstrates responsibility for making suggested changes.
- 2) Professional education unit faculty may deem that additional support is necessary to help revise attitudes, behaviors, knowledge, and/or skills. After the submittal of a Professional Behavior Form, the Director of Field Experiences will work with other team members to develop a Professional Growth Plan.
- 3) If the candidate has accrued multiple alerts, and/or if the professional education unit faculty considers the behavioral infraction(s) serious, the candidate may be removed from the teacher education program. If the candidate desires to do so, he/she may then follow the appeal process.

PROFESSIONAL BEHAVIOR FORM

Teacher Education Faculty members at the University of Montana expect teacher candidates and advanced candidates to exhibit exemplary professional behavior, both in classes and during field work. If you have observed and addressed concerns regarding a teacher candidate's or advanced candidates' failure to meet any of the following professional behaviors and the performance has not significantly improved, please complete this form. Fax it to the Director of Field Experiences at (406) 243-4908 or email: umfieldexperiences@umontana.edu

PROFESSIONAL BEHAVIORS – Approved by Curriculum and Instruction Faculty in May of 2010.	Candidate is <u>not</u> meeting the following expectation(s)
VALUES LEARNING	
Attendance: <ul style="list-style-type: none"> Meets all attendance requirements and is on time. 	<input type="checkbox"/>
Class Participation: <ul style="list-style-type: none"> Demonstrates active engagement; participates in and facilitates discussions and activities. Responds voluntarily to questions and uses higher level questioning. 	<input type="checkbox"/> <input type="checkbox"/>
Class Preparation and Performance: <ul style="list-style-type: none"> Meets assigned expectations consistently and demonstrates a solid work ethic. Holds high expectations of self and others. Incorporates feedback. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Communication: <ul style="list-style-type: none"> Speaks with civility and courtesy that is appropriate to the audience. Responds to feedback in an appropriate manner. Demonstrates active listening and seeks clarity. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
VALUES PERSONAL INTEGRITY	
Emotional Stability: <ul style="list-style-type: none"> Displays emotional maturity, compassion, and empathy. 	<input type="checkbox"/>
Ethical Behavior: <ul style="list-style-type: none"> Is honest and trustworthy and respects confidentiality. Is dedicated to the welfare of others. Accepts responsibility for personal behaviors and actions. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
VALUES DIVERSITY	
Respect for Others: <ul style="list-style-type: none"> Works willingly within a diverse learning community. Demonstrates fairness and the belief that all students can learn. 	<input type="checkbox"/> <input type="checkbox"/>
VALUES COLLABORATION	
Reciprocity: <ul style="list-style-type: none"> Is receptive to the ideas of others. Works with others to improve the educational experience. 	<input type="checkbox"/> <input type="checkbox"/>
VALUES PROFESSIONALISM	
Professional Ethics: <ul style="list-style-type: none"> Consistently follows school rules, policies, and dress codes. Presents oneself in a professional manner appropriate to the time, place, and type of teaching/learning experiences. Adheres to the <i>Professional Educators of Montana Code of Ethics</i>. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Professional Development and Involvement: <ul style="list-style-type: none"> Participates actively in professional development, conferences, and workshops. Utilizes information gained from these events, resources, and publications to inform teaching and professional practice. 	<input type="checkbox"/> <input type="checkbox"/>

PROFESSIONAL BEHAVIOR FORM

Comments: Provide a description of the specific behavior exhibited by the candidate in each area of concern.

I, _____, (candidate name) saw and received this Professional Behavior Form and discussed it with education unit faculty in the teacher education program at the University of Montana.

Candidate Signature: _____

Date: _____

Professional Education Unit Faculty Signature: _____

Date: _____

Director of Field Experiences: _____

Date: _____

Faculty Advisor: _____

Date: _____