**CS204-1:** Identify techniques for maintaining a professional presence.

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **MET** | **NOT MET** |
| **Describes the specialized knowledge of a professional.** |  |  |
| [Explains how specialized knowledge was acquired.] |  |  |
| [Explains how specialized knowledge is used in a professional context.] |  |  |
| **Identifies examples of workplace behaviors that demonstrates competency in a professional field.** |  |  |
| [Explains how problems and difficulties are addressed in a professional manner.] |  |  |
| **Explains the role of honesty and integrity in professionalism.** |  |  |
| [Identifies specific behaviors demonstrating character traits.] |  |  |
| **Explains the role of self-regulation in professionalism.** |  |  |
| [Identifies examples of professional behaviors in calm and stressful situations.] |  |  |
| [Describes the role of emotional intelligence in professionalism.] |  |  |
| **Identifies specific elements of appearance that contribute to a professional image.**  |  |  |
| **Explains how professionalism can be developed.** |  |  |
| [Identifies areas of strength in regards to professionalism.] |  |  |
| [Identifies areas of weakness in regards to professionalism.] |  |  |
| **Utilizes academic sources in support of biography.** |  |  |

 The criterion statements in **Bold** are the minimum requirement to show competent performance on the outcome. **All** **Bold** criteria must be met to pass this Competency Assessment.

The criterion statements in [Brackets] represent mastery achievement. A predefined number of mastery criteria must be achieved to earn a passing grade, indicating mastery of the Course Outcome.

**CLA and Grade Criteria Chart**

|  |  |
| --- | --- |
| **CRITERIA** | **Points** |
| Meets all **bold** Criteria and 6-9 Mastery Criteria | 200 |
| Meets all **bold** Criteria and 0-5 Mastery Criteria | 160 |
| Meets 6 **bold** Criteria | 0 |
| Meets 5 **bold** Criteria | 0 |
| Meets 4 **bold** Criteria | 0 |
| Meets 0-3 **bold** Criteria | 0 |
| No submission | 0 |

**CS204-2:** Apply communication skills for promoting a professional image.

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **MET** | **NOT MET** |
| **Presentation includes all required narration.** |  |  |
| **Presentation demonstrates ability to analyze behavior in a professional organization** |   |   |
| **Presentation demonstrates the ability to explain expectations for maintaining a professional image.**  |   |   |
| **Presentation demonstrates the ability to explain expectations for maintaining professional behaviors.** |   |   |
| **Presentation demonstrates the ability to identify social and behavioral attributes that align with an organization’s culture.** |  |  |
| [Presentation is supported with researched information correctly cited.] |  |  |
| [Content written on each slide connects with the narration provided on slide.] |   |   |
| [Narration is articulate with correct use of grammar, professional tone and steady rate of delivery and meets the required length for each content slide.] |   |   |
| [Presentation is supported with appropriate graphics.] |  |  |

The criterion statements in **Bold** are the minimum requirement to show competent performance on the course outcome; **all** **Bold** criteria must be met to pass this course competency.

The criterion statements in [Brackets] represent mastery achievement. A predefined number of mastery criteria must be achieved to earn an A grade, indicating mastery of the course competency.

**CLA and Grade Criteria Chart**

|  |  |
| --- | --- |
| **CRITERIA** | **Points** |
| Meets all **bold** Criteria and 3-4 Mastery Criteria | 300 |
| Meets all **bold** Criteria and 0-2 Mastery Criteria | 240 |
| Meets 4 **bold** Criteria | 0 |
| Meets 2-3 **bold** Criteria | 0 |
| Meets 0-1 **bold** Criteria | 0 |
| No submission | 0 |

**CS204-3:** Assess professional goals for present and future career marketability.

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **MET** | **NOT MET** |
| **Presentation includes all required explanations utilizing the notes sections.**  |  |  |
| **Presentation contains at least 2 short-term goals (written in the SMART method) and how to meet them** |   |   |
| **Presentation contains at least 2 long-term goals (written in the SMART method) and how to meet them** |   |   |
| **Presentation contains specific actions that support short-term goals.**  |   |   |
| **Presentation contains specific actions that support long-term goals.** |   |   |
| **Presentation addresses student’s future marketability based on long-term goals and strategy.** |  |  |
| [Presentation explains student’s chosen professional field.] |   |   |
| [Presentation explains student’s current status in career development.] |  |  |
| [Long-term strategy includes specific actions to further education.] |   |   |
| [Long-term strategy includes specific actions to further experience.] |   |   |
| [Presentation is supported with researched information correctly cited.] |  |  |

 The criterion statements in **bold** are the minimum requirement to show competent performance on the course competency; **all** **bold** criteria must be met to pass this course competency.

The criterion statements in [Brackets] represent mastery achievement. A predefined number of mastery criteria must be achieved to earn an A grade, indicating mastery of the course competency.

**CLA and Grade Criteria Chart**

|  |  |
| --- | --- |
| **CRITERIA** | **Points** |
| Meets all **bold** Criteria and 4-5 Mastery Criteria | 500 |
| Meets all **bold** Criteria and 0-3 Mastery Criteria | 400 |
| Meets 5 **bold** Criteria | 0 |
| Meets 3-4 **bold** Criteria | 0 |
| Meets 1-2 **bold** Criteria  | 0 |
| Meets 0 **bold** Criteria | 0 |
| No Submission | 0 |