

Professionalism: Honoring Commitments Milestone

Sub Competencies	Novice Learner	Intermediate Learner	Competent Learner	Exceptional Learner
Timeliness/Absences for Class Sessions and Meetings	Often arrives late to class sessions and meetings	Occasionally arrives to class sessions and meetings on time	Frequently or almost always arrives to class and meetings on time	Always arrives to class sessions and meetings on time
Notice about Timeliness/Absences for Class Sessions and Meetings	Often does not give timely notice or provide explanations if late or unable to attend	Occasionally gives timely notice or provides explanations if late or unable to attend	Frequently or almost always gives timely notice or explanation whenever late or unable to attend	Always arrives to class sessions and meetings on time
Delivers Work on Time	Often misses timetables/ deadlines	Occasionally misses timetables/ deadlines	Rarely misses timetables/ deadlines and has anticipated possibility of unforeseen obstacles as precaution	Always delivers on time within deadlines. Regularly delivers beyond assigned tasks to “go above and beyond.” Exceeds expectations.
Notice about Delivering Work on Time	Often does not give timely notice or explanation when submitting assignments or work late	Occasionally gives timely notice or explanation when submitting assignments or work late	Frequently or almost always gives timely notice or explanation when submitting assignments or work late and has anticipated the possibility of unforeseen obstacles as precaution	Always delivers on time within deadlines. Regularly delivers beyond assignment tasks to “go above and beyond.” Exceeds expectations.
Preparation for Class	Often does not prepare for class sessions and meetings	Occasionally prepared for class sessions and meetings	Frequently or almost always prepared for class sessions and meetings	Always prepared for class sessions/meetings. Exceeds expectations.
Notice about Preparation for Class	Often does not give timely notice or provide explanations if unprepared	Occasionally gives timely notice or provides explanations if unprepared	Frequently or almost always gives timely notice or explanation whenever unprepared	Always prepared for class sessions/meetings. Exceeds expectations.
Participation in Class	Participation in class sessions/ meetings often does not meet the required minimum	Participation in class sessions/ meetings occasionally meets the required minimum	Participation in class sessions/ meetings meets the required minimum	Participation in class sessions/ meetings exceeds expectations
Committed to Excellence and High Quality Work	Often submits less than high quality work	Occasionally submits less than high quality work	Rarely submits less than high quality work	Always submits high quality work.