Professional Practices

The K-12 educational setting is a professional culture. The behaviors expected in this culture are conservative, refined, and responsible. You are a part of this setting as a student at Kendall and expected to apply Professional Practices on campus and off. Your Professional Practices will be evaluated and recorded throughout your tenure in the Art Education Program. It applies to your behavior in the classroom, encounters with all Kendall faculty and staff, and conduct off-campus while completing pre-service teaching.

What is expected behavior at Kendall and in your field placements:

- Take responsibility for your actions
- Maintain complete honesty
- Keep track of dates for assignments, meetings, and paperwork
- Complete assignments in full and on time
- Complete required paperwork in full and on time
- Read and follow all directions
- Accept and apply corrections and constructive criticism
- Be polite and use professional language at all times with faculty, staff, peers, and students
- Attend classes and meetings on time and stay the entire scheduled period
- Listen to announcements in class, read the written postings and program emails
- Dress professionally- you are in a conservative field, clothes should be relatively modest and tailored
- Set up/clean up the classroom entirely everyday
- Ask your Cooperating Teacher what else you may do for him/her. Do more than what is expected in every placement during the entire placement.

This is expected behavior in a professional setting, make it a part of how you interact with people at all times in and out of school. You are under much more scrutiny than people in other professions. When you are in your pre-service teaching placements, your reputation will be known not only in your own building and district, but also throughout West Michigan from your cooperating teacher, his/her colleagues and administrators, and from what the students tell their parents and grandparents.

Process

An incident report will be filed for any behaviors deemed unprofessional (see examples below). You will be notified if you have two or more incident reports (flags) filed regarding your conduct. Reports may be made by Kendall/Ferris faculty and staff or your field placement school district. Please note all incident reports become a part of your permanent file at Kendall and Ferris Big Rapids. If you have three incident reports of unprofessional behavior you will be put on probation for the rest of your time in the program. If you are placed on probation, it is because of concern that your current behaviors will hurt your chances for getting or keeping a job in education. Also note that you are seen as a representative of the Kendall Art Education Program, your unprofessional behavior hurts the reputation of the institution and your fellow students.

There is a no tolerance policy once you are on probation. You will meet with program faculty to devise an intervention plan and, in writing, agree to abide by the plan. The intervention plan meeting is a time of group diagnosis and reflection. This is not the time to argue your defense; you will not be supporting your case by refusing to accept responsibility for your actions. Careful deliberation, meetings, and interviews will have all taken place prior to the decision to put you on probation and develop an intervention plan. If you earn another incident report while on probation your record will be re-evaluated and you may be removed from the program. Once you have been dismissed from the Art Education program you may not reapply.
Examples of unprofessional conduct
This is not a complete list; other behaviors may be flagged and earn an incident report.

- Lying
- Arguing
- Cheating
- Plagiarism
- Turning in late assignments
- Submitting incomplete assignments
- Using rude language
- Missing meetings
- Displaying a lack of respect for faculty, staff, and peers
- Blaming others for your mistakes, missed meetings and deadlines, incomplete assignments or paperwork
- Not reading or following all instructions
- Arriving late for class or meetings
- Choosing not to make corrections given to you by faculty or staff
- Late applying for classes or pre-service placement
- Misusing school materials
- Dressing inappropriately – tight, sloppy, dirty, revealing, sexy
- Using inappropriate humor or conversation topics in professional settings – in example, sex, stereotypes, body functions
- Interrupting others while they are speaking
- Not listening to class announcements or reading program emails and postings
- Posting unprofessional content online or in phone messages – revealing or sexual photos, drinking photos, swearing, crude language. Any images, words or tone of voice you would not share with your principal.
- Using your phone or computer for anything other than note taking during class
- Using your phone or texting while students are present in your pre-service setting

Exceptional Behavior
Go above and beyond the expectations to make a positive impression at Kendall and in your placement, this is how you will get you hired! Examples are:

- Volunteer
- Show up early/stay late
- Anticipate your teacher or class’ needs
- Demonstrate initiative
- Demonstrate a positive attitude and a spirit of community
- Share your skills in any area to help your colleagues
- Do more than what is outlined for you to do

I understand and will abide by the Professional Practices expectations and process listed above.

____________________________________________  ________________________
Student - Print name                                    Date

____________________________________________
Student - Signature