

Professional and Leadership Development

DIRECTIONS:

Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
 2 - Moderately skilled--can perform task completely with limited supervision
 1 - Limitedly skilled--requires instruction and close supervision
 N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
 2 - Moderately knowledgeable--understands the concept
 1 - Limitedly knowledgeable--requires additional instruction
 N - No exposure--has not received instruction in this area

A. Safety and Ethics

- 3 2 1 N
 ___ ___ ___ ___ 1. Identify major causes of work-related accidents in offices.
 ___ ___ ___ ___ 2. Describe the threats to a computer network, methods of avoiding attacks and options in dealing with virus attacks.
 ___ ___ ___ ___ 3. Identify potential abuse and unethical uses of computers networks.
 ___ ___ ___ ___ 4. Explain the consequences of illegal, social, and unethical uses of information technologies, (e.g. piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).
 ___ ___ ___ ___ 5. Differentiate between freeware, shareware, and public domain software copyrights.
 ___ ___ ___ ___ 6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
 ___ ___ ___ ___ 7. Identify netiquette including the use of email, social networking, blogs, texting, and chatting.

- ___ ___ ___ ___ 8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.

B. Employability Skills

- 3 2 1 N
 ___ ___ ___ ___ 1. Identify positive work practices, (e.g. appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
 ___ ___ ___ ___ 2. Demonstrate positive interpersonal skills, (e.g., communication, respect, teamwork).

C. Student Organizations

- 3 2 1 N
 ___ ___ ___ ___ 1. Explain how related student organizations are integral parts of career and technology education courses.
 ___ ___ ___ ___ 2. Explain the goals and objectives of related student organizations.
 ___ ___ ___ ___ 3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.

- ___ ___ ___ ___ 4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D. Identifying Leadership Dynamics

- 3 2 1 N
 ___ ___ ___ ___ 1. Describe leadership skills.
 ___ ___ ___ ___ 2. Describe behavioral leadership styles.
 ___ ___ ___ ___ 3. Discuss the difference between a leader and a manager.
 ___ ___ ___ ___ 4. Describe the characteristics of effective leaders.

E. Developing Leadership Skills

- 3 2 1 N
 ___ ___ ___ ___ 1. Discuss the importance of personal leadership development.
 ___ ___ ___ ___ 2. Discuss the contributions of a career and technology education student organization to leadership development.
 ___ ___ ___ ___ 3. Describe techniques one can use in a leadership role to motivate others.
 ___ ___ ___ ___ 4. Give examples of equity/access issues in the workplace.

- ___ ___ ___ ___5. Describe techniques for managing stress and maintaining balance in the school/workplace environment.

F. The Leader's Organization Management

- 3 2 1 N
___ ___ ___ ___1. Identify types of meetings both interpersonal and electronic using the latest version of Robert's Rules of Order.
___ ___ ___ ___2. Discuss physical arrangements for a meeting using the latest version of Robert's Rules of Order.
___ ___ ___ ___3. Discuss proper parliamentary procedure using the latest version of Robert's Rules of Order.
___ ___ ___ ___4. Conduct a meeting according to proper parliamentary procedure using the latest version of Robert's Rules of Order.

G. Managing Time and Resources

- 3 2 1 N
___ ___ ___ ___1. Explain effective time management.
___ ___ ___ ___2. Identify available resources for student organization situations.
___ ___ ___ ___3. Analyze the impact of technology on workplace communication.
___ ___ ___ ___4. Identify personal and professional benefits of membership in professional organizations.

H. Communication Skills

- 3 2 1 N
___ ___ ___ ___1. Discuss the steps involved in communication (thinking, encoding, transmitting, receiving, and decoding).
___ ___ ___ ___2. Describe nonverbal and verbal communication techniques.
___ ___ ___ ___3. Discuss elements of professional leadership etiquette both interpersonal and electronic (e.g., e-mail, business letter, speech).
___ ___ ___ ___4. Demonstrate active listening skills.

I. Setting Goals

- 3 2 1 N
___ ___ ___ ___1. Identify the goals of the career and technology education student organizations.
___ ___ ___ ___2. Discuss how the goals of the student organizations are related to goals of professional organizations.
___ ___ ___ ___3. Discuss the difference between long-range and short-range goals.
___ ___ ___ ___4. Discuss the need for long-range and short-range goals in an organization or business.