

Personal and Professional Development Master Rubric

The MCC graduate will demonstrate Personal and Professional Development within the college community by:

I. Setting and Achieving Personal, Academic, and Career Goals

Student demonstrates initiative & resourcefulness

Possible Performance Indicators:	YES	NO	N/A
Coming to advising session with program requirements and a tentative course schedule			
Self-advocating for academic, personal, social, financial, career support and following up			
Using online resources for support (academic, career, advising, etc.)			
Attending job fairs & meeting with on-campus recruiters			
Working independently, utilizing appropriate resources, to secure employment and/or internships			
Suggesting a new activity or club to the Student Activity office			
Attending optional review sessions for courses where offered			
Completing financial aid application in timely fashion			
Registering during Advising period of semester			
Utilizing faculty office hours for assistance			
Attending collegewide events and presentations			
Attending Enrichment period activities			
Other:			

Student persists to completion of goal

Possible Performance Indicators:	YES	NO	N/A
Remaining engaged in the career decision-making process			
Maintaining and completing a portfolio over time			
Starting something and seeing it through as appropriate (see below):			
personal counseling			
tutoring			
Honors' coursework			
Leadership Institute			
Other:			

Student self-assesses realistically

Possible Performance Indicators:	YES	NO	N/A
Accurately articulating one's performance within courses and aware of grades that one is earning			
Using rubrics to self assess one's work/performance			
Using self assessment information to determine where extra effort is needed			
Articulating one's strengths and weaknesses			
Creating and modifying academic and career goals as one learns more about one's academic, personal and career strengths			
Using career assessment tools to confirm areas of interest, skills and values			
Researching career requirements and cross-matching between requirements and one's current skill set, credentials			
Other:			

II. Engaging Actively in Their Learning and Development

Student commits to inquiry and continued learning within academic and community settings

Possible Performance Indicators:	YES	NO	N/A
Joining a club or co-curricular activity			
Completing Service Learning projects			
Applying for college (transfer)			
Participating in a student activity, workshop, or program			
Attending informational sessions to help with program and career decisions			
Collaborating actively in course-related groupwork			
Assessing the work of peers			
Striving for excellence by demonstrating above-average effort			
Striving for excellence by submitting written work that is professional in appearance			
Utilizing personal counseling or support services to address any identified personal, academic or social needs			
Articulating instructor name, if asked, outside of classroom			
Other:			

III. Demonstrating Accountability

Student assumes responsibility for his/her actions and outcomes

Possible Performance Indicators:	YES	NO	N/A
Referring to course, program, college policies, procedures and requirements as appropriate			
Coming to appointments on time or calling in advance to notify			
Turning in course assignments on time or accepting the consequences			
Attending class according to course policy (absences, tardies, dress, behavior, etc.) or accepting the consequences			
Meeting professional expectations of internship, clinical, field placement and Service Learning commitments			
Completing necessary paperwork for class withdrawals, change of program, graduation preparation, etc.			
Getting missed notes, assignments, etc. resulting from an absence from classmates, rather than expecting the instructor to "reteach" the missed class			
Identifying obstacles and challenges to action plan, connecting to resources			
Other:			

IV. Demonstrating Professionalism

Student collaborates with a diverse population

Possible Performance Indicators:	YES	NO	N/A
Working successfully as part of a group to complete a project/task			
Completing a Service Learning project			
Participating in a cultural event at MCC			
Working with a diverse population in a health-careers clinical setting			
Other:			

Student demonstrates civility

Possible Performance Indicators:	YES	NO	N/A
Respecting the Student Code of Conduct			
Helping fellow students and faculty/staff as needed			
Showing interest in and respect for others' ideas			
Other:			

Student demonstrates active and personal integrity

Possible Performance Indicators:	YES	NO	N/A
Respecting the Student Code of Conduct			
Not cheating			
Not plagiarizing			
Inserting only honest and accurate information on application forms			
Fulfilling pre-requisites – not knowingly trying to circumvent them			
Fulfilling Financial Aid rules and regs – not trying to circumvent them			
Admitting to being wrong rather than denying it			
Other:			

Student responds appropriately in formal and informal settings

Possible Performance Indicators:	YES	NO	N/A
Using appropriate academic language in both written and oral formats in academic and professional situations – including electronic communication			
Conducting oneself professionally in internship, clinical, field placement and Service Learning situations			
Presenting oneself professionally as appropriate, including appearance			
Using more sophisticated, professional behaviors as appropriate			
Using appropriate conversational tone and non-verbal communication techniques, depending on the audience			
Complying with classroom policy regarding clothing and behavior			
Other:			