THINKING SKILLS

1. **Comprehension:** When introduced to a new project or task, a professional is able to comprehend and analyze information and expectations provided by the client and ask the right questions to complete the task beyond expectations and on-time.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
   - 2 = I seldom exhibit this skill and need additional work to reach my potential
   - 3 = I often practice this skill and would benefit from improvement
   - 4 = I consistently exhibit this skill but would like to develop even further
   - 5 = I always exhibit this skill

2. **Independent Learning:** A professional takes the personal initiative to seek out and make use of new resources and inspirations to include them in learning independently beyond the classroom.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
   - 2 = I seldom exhibit this skill and need additional work to reach my potential
   - 3 = I often practice this skill and would benefit from improvement
   - 4 = I consistently exhibit this skill but would like to develop even further
   - 5 = I always exhibit this skill

3. **Problem Solving:** A professional routinely solves problems and works towards answering questions. A professional works independently to identify the problem, collect outside research/resources and identify a solution that answers the problem.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
   - 2 = I seldom exhibit this skill and need additional work to reach my potential
   - 3 = I often practice this skill and would benefit from improvement
   - 4 = I consistently exhibit this skill but would like to develop even further
   - 5 = I always exhibit this skill

4. **Progressive Learning:** The student/professional is able to apply principles, facts and feedback to improve upon what they are responsible for having learned.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
   - 2 = I seldom exhibit this skill and need additional work to reach my potential
   - 3 = I often practice this skill and would benefit from improvement
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5. **Process:** A professional understands, enjoys and respects the process by which work is completed. A professional fully involves themselves in the process of research, inspiration, brainstorming, developing visuals/ideas, evaluation/proofing of work/ideas—following the process to fruition while taking documenting of this process seriously. The student/professional is always mindful to create final work that is technically and visually their own creative work.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
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   - 5 = I always exhibit this skill
VALUING SKILLS

6. **Initiative / Motivation**: A professional exhibits a love and drive for what they do and seeks opportunities to continue and expand their personal growth. A student/professional demonstrates their own proactive initiative and motivation towards course content, career opportunities and participates in industry related organizations, clubs and activities—routinely seeking resources that lead to these opportunities.
   - 0 = I do not currently exhibit this skill
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7. **Self-Evaluation**: A professional takes a critical eye to the details of their work, carefully checking assignment requirements prior to presenting their finished product. A professional looks within themselves for opportunities to improve and learn, reviewing their work for errors (technical and visual) and checking assignment requirements, prior to submission, later reviewing evaluations and critique comments for future growth.
   - 0 = I do not currently exhibit this skill
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8. **Improvement**: A professional continually works to improve their knowledge, skills and craft. A professional provides evidence of attempts to improve their work, and applies suggestions from previous evaluations of their own and others work to improve their future work.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
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9. **Professionalism**: A professional acts in a mature manner, presenting their work in its best light. A professional demonstrates exhibits a professional-level approach to the craft and presentation of their work and demonstrates pride in the finished product.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
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   - 5 = I always exhibit this skill
10. **Respects Opinions:** A professional understands the value of others’ opinions and insights—especially those of the target audience. A professional demonstrates respect for others’ opinion, and sees value in viewing things from multiple points of view. They seek-out feedback from fellow professionals and well as individuals fitting their target audience, without becoming overly defensive of their work.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
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**COMMUNICATION SKILLS**

11. **Verbal Interaction:** A professional uses professional, non-abusive, socially appropriate and grammatically correct language when interacting with coworkers, clients and service providers, both in person and online communication. A professional exhibits appropriate verbal and written expression at all times in and outside of the classroom and office.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
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   - 5 = I always exhibit this skill

12. **Express Concepts:** A professional effectively expresses their process, thoughts, ideas and solutions verbally. A professional demonstrates the ability to describe their design solutions and methods to accomplish goals, using industry-standard terminology.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
   - 2 = I seldom exhibit this skill and need additional work to reach my potential
   - 3 = I often practice this skill and would benefit from improvement
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   - 5 = I always exhibit this skill

13. **Participation:** A professional contributes to the creative collective by joining in activities, discussions and critiques. A professional is attentive while others are speaking (lectures, presentations and critiques) and enthusiastically and actively participates in class discussion or activities.
   - 0 = I do not currently exhibit this skill
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   - 5 = I always exhibit this skill
Professional Development Skills Assessment

ACTION SKILLS

14. **In-Class Conduct**: A professional maintains thoughtful and professional conduct when interacting with coworkers, clients and service providers. A professional follows stated rules of classroom conduct as defined in syllabus and student handbook—including appropriate use of lab facilities, cell phone or computer when prohibited (i.e. during lecture and demonstrations) and uses class time appropriately.
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   - 5 = I always exhibit this skill

15. **Preparation**: A professional takes the necessary steps to plan a job’s success by employing strong time management skills. A professional demonstrates the ability to manage time, supplies and resources, and comes to each class prepared to accomplish requirements of scheduled activities in order to deliver the job on time and meet job expectations.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
   - 2 = I seldom exhibit this skill and need additional work to reach my potential
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16. **Out of Class Work**: A professional manages their out of class work responsibly balancing the demands of the job with that of the classroom. A professional is expected to spend at least the minimum required hours outside of class for each credit hour doing homework or computer time to accomplish course objectives. The student understands that to exceed expectations often requires much more time and energy than the minimum time requirements.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
   - 2 = I seldom exhibit this skill and need additional work to reach my potential
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17. **Meeting Deadlines**: A professional meets deadlines throughout the process of a job, as established by the client’s needs.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
   - 2 = I seldom exhibit this skill and need additional work to reach my potential
   - 3 = I often practice this skill and would benefit from improvement
   - 4 = I consistently exhibit this skill but would like to develop even further
   - 5 = I always exhibit this skill
18. **Time Management**: A professional plans the workload of a job wisely to manage all stages of the job and to allow proper attention to details in the process. A professional demonstrates the ability to prioritize school work or other demands in order to successfully manage their time to accomplish learning objectives.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
   - 2 = I seldom exhibit this skill and need additional work to reach my potential
   - 3 = I often practice this skill and would benefit from improvement
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19. **Attendance**: A professional understands how missing work affects one’s ability to complete a job well and on time and communicates necessary lapses in attendance.
   - 0 = I do not currently exhibit this skill
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   - 2 = I seldom exhibit this skill and need additional work to reach my potential
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20. **Responsibility**: A professional understands and takes responsibility for their role in the workplace. A professional takes responsibility for their actions or in-actions rather than making excuses. Files are kept organized and with the student so that they are prepared. A student/professional takes responsibility to arrange and maintain reliable transportation and a backup plan.
   - 0 = I do not currently exhibit this skill
   - 1 = I rarely exhibit this skill and recognize that I could improve much more
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**Explain why the following happens:**

```
How the customer explained it
How the project leader understood it
How the engineer designed it
How the programmer wrote it
How the sales executive described it

How the project was documented
What operations installed
How the customer was billed
How the helpdesk supported it
What the customer really needed
```
**Task: Professional Development Scale**

Directions: The table below lists some of the professional skills you will need in order to succeed. Using the scale located to the right, 1 = low and 5 = high, rate yourself on each specific skill. For those skills that you do not have any experience with at all please check the Not Applicable (NA) box. You may want to revisit this once or more a year as you continue to develop your skills.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNICATION SKILLS</strong></td>
<td></td>
</tr>
<tr>
<td>Speaking: Prepared speaking and presentation skills</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Speaking: Impromptu speaking skills</td>
<td></td>
</tr>
<tr>
<td>Written communication skills: use of correct grammar and spelling</td>
<td></td>
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<tr>
<td>Listening skills: demonstrate ability to listen and understand various points of view</td>
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<tr>
<td>Conflict resolution skills</td>
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<tr>
<td>Conveys position and receptive body language</td>
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<tr>
<td>Meeting management skills</td>
<td></td>
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<tr>
<td>Information literacy skills: ability to locate and identify relevant information</td>
<td></td>
</tr>
<tr>
<td>Information literacy skills: ability to convey thoughts in a professional and succinct manner</td>
<td></td>
</tr>
<tr>
<td><strong>SOCIAL NETWORK/ONLINE SKILLS</strong></td>
<td></td>
</tr>
<tr>
<td>Search results on yourself uncover only positive findings</td>
<td></td>
</tr>
<tr>
<td>Does not disclose private/client information online</td>
<td></td>
</tr>
<tr>
<td>Social networks have appropriate pictures and content</td>
<td></td>
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<tr>
<td>Can switch between abbreviated texting/writing and professional writing</td>
<td></td>
</tr>
<tr>
<td><strong>ORGANIZATIONAL SKILLS</strong></td>
<td></td>
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<tr>
<td>Ability to prioritize issues</td>
<td></td>
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<tr>
<td>Ability to manage time and meet deadlines as requested</td>
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<tr>
<td>Ability to balance life and work issues</td>
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<tr>
<td>Demonstrate a high level of reliability</td>
<td></td>
</tr>
<tr>
<td><strong>VISIONARY SKILLS</strong></td>
<td></td>
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<tr>
<td>Ability to see the big picture</td>
<td></td>
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<tr>
<td>Ability to think outside of the box</td>
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<tr>
<td>Comfortable being uncomfortable</td>
<td></td>
</tr>
<tr>
<td>Willingness to try something new or take a calculated risk</td>
<td></td>
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<tr>
<td><strong>PROFESSIONALISM</strong></td>
<td></td>
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<tr>
<td>Provides a professional image at all times</td>
<td></td>
</tr>
<tr>
<td>Ability to effectively work as a team member</td>
<td></td>
</tr>
<tr>
<td>Ability to work as a team leader</td>
<td></td>
</tr>
</tbody>
</table>