

# 1.2 Professionalism

---

## *Related Area(s): Personal Qualities*

---

**Lesson Objective(s):** Identify the program expectations and goals.  
Establish a positive relationship with class members.  
Identify need qualities for success in the workplace

---

### **Outcome Goal(s):**

The goal of this module is to provide students with the information and skills necessary to be professional, responsible and independent for growth in the workplace.

---

## **Instructor Preparation Checklist**

<input type="checkbox"/>	<b>Supplies and Tasks</b>	<b>Materials and Resources</b>
	Media & Audio	Video player
	Websites	<a href="https://www.youtube.com/watch?v=sLv7sdGJWPI">https://www.youtube.com/watch?v=sLv7sdGJWPI</a> ; <a href="http://www.tipsforsuccess.org/professionalism/">http://www.tipsforsuccess.org/professionalism/</a> ; <a href="https://www.linkedin.com/pulse/what-professionalism-does-mean-you-daniel-w-">https://www.linkedin.com/pulse/what-professionalism-does-mean-you-daniel-w-</a> ;
	Read/Review	
	Field Trips/Co-op/Outings	
	Supplies Needed	
	Print/Copy/Laminate	Worksheets 1, 2, 3,4
	Miscellaneous	
<b>Additional Notes:</b>		

## **Warm Up: What do you think?**

Have the students complete the “What do you Think” work sheet 1.2-1. This free write sheet will get the discussion started on: What is professionalism and why it matters?

### **Notes/Vocabulary:**

Professionalism

**Materials:** Worksheet 1.2-1 for each student

---

---

---

## (1) Professionalism Defined

**Description:** One of the expectations of employers is that employees conduct themselves professionally. What does it mean to be professional? Have students watch the TED talk YouTube on [Professionalism](#)? After the video has been watched, discuss with the students the following questions or ones you may have developed.

1. Why did you agree and or disagree with the speaker about his definition of professionalism?
2. Do you feel knowing, doing, helping, and learning are parts of professionalism?
3. Have you been in a situation where you had to make judgements?

Review the tips for professionalism found at the following web site:

<http://www.tipsforsuccess.org/professionalism/>

**Purpose/Key Skills:** The purpose of this activity is to introduce the students to the definition of professionalism. This also will help set the “stage” for expected behavior throughout the rest of the course.

**Notes/Vocabulary:** professionalism, judgement

**Materials:** <https://www.youtube.com/watch?v=sLv7sdGJWPI>  
<http://www.tipsforsuccess.org/professionalism/>

---

## (2) Professionalism Role Play

**Description:** Practice Professionalism through role-plays. Have pairs of students each practice the role-plays twice, handling the situation unprofessionally and then professionally. Have each pair role play one scenario in from of the class. Use the role plays found on Information Sheet A Professionalism or develop your own role plays.

**Purpose/Key Skills:** The purpose of this activity is for students to identify the difference between professional and unprofessional behavior.

**Notes/Vocabulary:** Role play

**Materials:** Role play scenario for pairs of students. (Information 1.2-A)

---

## (3) Professionalism Image

**Description:** When discussing professionalism there are many terms that support the image of being professional. The following are some of the personal qualities that exhibit professionalism: Integrity, initiative, responsibility, adaptability, flexibility, independence, willingness to learn, professional growth and self-discipline. Give students Worksheet 1.2-2

and have them work in small groups to discuss each of the terms and to write their own definition of each term. After 10 to 15 minutes, ask each group to report on one of their definitions. Have the students review the following article from LINKEDIN to see if they would add anything to their definitions, or add additional terms.

[https://www.linkedin.com/pulse/what-professionalism-does-mean-you-daniel-w-;](https://www.linkedin.com/pulse/what-professionalism-does-mean-you-daniel-w-)

**Purpose/Key Skills:** The purpose of this activity is to gain a deeper understanding of the personal qualities needed to exhibit professionalism.

**Notes/Vocabulary:**

**Materials:** Worksheet 1.2-2, article

---

#### (4) Professional Behavior

**Description:** Ask students to complete the Professional Behavior Worksheet 1.2-3. Discuss the students' responses with the class to gain insight as to what they noticed in their own community and their concept of professionalism.

**Purpose/Key Skills:**

**Notes/Vocabulary:** Behavior

**Materials:** Worksheet 1.2-3 for each student

---

#### (5) Lecture/Activity Three Commitments

**Description:** Students can strive to exhibit professional behavior in class as well. Have students make three commitments as "I statements" to strive to be more professional. Use Worksheet 1.2-4 for the three commitment statements.

Examples:

- I commit to being here on time every day.
- I commit to learning at least one new thing in each day.
- I commit to participating and contributing every day.
- I commit to being open to listening to other people.
- I commit to completing assignments on time.
- I commit to treating others with dignity and respect.

**Purpose/Key Skills:** The purpose of this activity is to provide students with the opportunity to reflect upon their own personal qualities and to make a commitment to improve their behavior as it pertains to professionalism.

**Notes/Vocabulary:** Commitment, dignity

**Materials:** Worksheet 1.2-4

---

## Formative Assessment

□	Skill Description and Assessment	Notes
	<ul style="list-style-type: none"><li>• Was highly engaged in class discussions; demonstrated positive attitude toward completing the activities.</li></ul>	
	<ul style="list-style-type: none"><li>• Was moderately engaged during class discussions; demonstrated mostly positive attitude toward completing activities.</li></ul>	
	<ul style="list-style-type: none"><li>• Was not engaged during class discussions; demonstrated negative attitude toward completing the activities</li></ul>	