# Academic Professional Progress Report

**Candidates Name:** ____________________________  **Student ID #:** ____________

**Purpose of PPR:** __________ Identify achievement(s) __________ Report Concerns __________ Date __________

**Please complete (check) only those items that apply.**

### Attendance
- Perfect attendance record
- Rarely absent
- Frequently absent (number of times ____)

**Comments:** ____________________________

### Punctuality
- Always on time
- Generally punctual
- Frequently late (number of times ____)

**Comments:** ____________________________

### Self-Initiative-Independence
- Creative and resourceful; independently implements plans
- Has good ideas; works effectively with limited supervision
- Passive; depends on others for direction, ideas, guidance

**Comments:** ____________________________

### Reliability-Dependability
- Self-starter; identifies needs and attends to them immediately
- Responsible; attends to assigned tasks or duties on schedule without prompting
- Frequently fails to complete assigned tasks and duties on schedule
- Usually fails to complete assigned tasks and duties

**Comments:** ____________________________

### Critical Thinking Skills
- Thinks critically; perceives multiple sides of an issue or problem; develops creative responses
- Reasons through problems but unable to see multiple sides of an issue or problem or to think critically
- Struggles with initial analysis, synthesis, and evaluation of information

**Comments:** ____________________________

### Oral Expression
- Articulate
- Inarticulate; hesitates to express self
- Makes frequent speaking errors

**Comments:** ____________________________

### Written Expression
(Attach examples, if available)
- Organizes and clearly expresses ideas in writing
- Writing is often unclear and disorganized
- Written work demonstrates frequent errors

**Comments:** ____________________________

### Collegiality
- Works cooperatively as part of a team
- Reluctant to cooperate and work with others
- Does not cooperate and work with others

**Comments:** ____________________________
Responsibility
- Always takes responsibility for successes and mistakes; immediately seeks ways to remedy errors
- Takes responsibility for successes and mistakes but fails to take steps to remedy errors
- Sometimes fails to take responsibility for successes and mistakes
- Fails to take responsibility for successes and mistakes; blames others for outcomes

Comments:______________________________

Desire to Improve Own Performance
- Continually seeks ways to improve performance
- Makes some effort to improve performance
- Makes no effort to improve performance

Comments:______________________________

Response to Feedback-Supervision
- Receptive and adjusts performance accordingly
- Receptive but doesn’t implement suggestions
- Defensive; unreceptive to feedback and supervision

Comments:______________________________

Commitment to the Teaching Profession
- Appears deeply committed to the profession
- Expresses a sincere interest in teaching students
- Unsure of teaching as a profession

Comments:______________________________

Professional Ethics and Demeanor
- Yes
- No
- Abides by the University Professional Code of Ethics
- Abides by the College of Education Code of Ethics
- Is aware of program requirements and policies and responds in appropriate ways
- Maintains professional appearance and demeanor

Comments:______________________________

Adapted with permission from Enz, Freeman, & Cook (1990).

Attributes that have enhanced this candidate’s successful progress in the Double Degree Teacher Education Program.

Please identify any other knowledge, dispositions, or skills that have enhanced this candidate’s successful progress in the Education Double Degree Program.

Barriers to this candidate’s successful progress in the Double Degree: Teaching K-12 Program.

Please identify any other dispositions and-or behaviors that have interfered with this candidate’s successful progress in the Education Double Degree Program.

Faculty Signature: _____________________________   Date: _________________________________
Identify actions-recommendations that you have already taken-made with this candidate. (Include dates)

What action(s) would you recommend to the Admissions and Retention Committee for this candidate?

Additional comments you wish to make about this candidate.

Signature of Individual Completing this Form

________________________________________________________
Signature

________________________________________________________
Please Print Name

________________________________________________________
Date

*Please return this form to the Admissions and Retention Committee of the Education Double Degree Program in the Teacher & Counselor Education Department.*