

## Online Course – Professionalism Rubric

**28 Points**

<b>Criteria</b>	<b>Excellent 4 pts.</b>	<b>Good 3 pts.</b>	<b>Limited 2 pts.</b>	<b>Deficient 1 pt.</b>	<b>Does not comply 0 pts.</b>
<b>Attendance</b>	Student participates regularly online via the Canvas platform and completes assignments in order for attendance to be posted.	Student does not participate regularly online via the Canvas platform in order for attendance to be posted.	Student does not participate for three days online via the Canvas platform in order for attendance to be posted.	Student does not participate for four days online via the Canvas platform in order for attendance to be posted.	Student does not participate for five or more days online via the Canvas platform in order for attendance to be posted.
<b>Communication With the Faculty</b>	The student <b>always</b> maintains open and respectful communication at appropriate times, usually during the professor's office hours.	The student <b>usually</b> maintains open and respectful communication at appropriate times, usually during the professor's office hours.	The student <b>occasionally</b> keeps in touch with the professor.	The student <b>rarely ever</b> communicates with the professor.	The student <b>does not</b> communicate with the professor.

<b>Assignment Submission</b>	The student <b>always</b> submits the assignments or participates in other class activities <b>on time</b> , in accordance with the course calendar or weekly schedule posted in the course.	The student <b>usually</b> submits the assignments or participates in other class activities <b>one day late</b> , according to the course calendar or weekly schedule posted in the course.	The student usually submits the assignments or participates in other class activities <b>two days late</b> , according to the course calendar or weekly schedule posted in the course.	The student usually submits the assignments or participates in other class activities <b>three or four days late</b> , according to the course calendar or weekly schedule posted in the course.	The student always submits the assignments or participates in other class activities <b>more than five days late</b> , according to the course calendar or weekly schedule posted in the course.
<b>Communication with Classmates</b>	The student always communicates clearly, respectfully, and cordially with classmates. The student expresses his/her opinion with courtesy, appropriate language, and without offending others.	The student usually communicates clearly, respectfully, and cordially with classmates. The student almost always expresses his/her opinion showing courtesy, appropriate language, and without offending and interrupt others.	The student sometimes communicates clearly, respectfully, and cordially with classmates and instructors. Sometimes the student expresses his/her opinion, but needs improvement in the use of language and demonstration of courtesy.	The student rarely communicates clearly, respectfully, and cordially with classmates. The student rarely expresses his/her opinion with courtesy; uses language poorly.	The student communicates disrespectfully using non-constructive criticism or foul language, or does not communicate with classmates. The student is unable to express his/her opinion.
<b>Collaborative Work</b>	The student <b>always</b> displays healthy social skills. He/she <b>always</b> assumes an active role within a team,	The student <b>usually</b> displays healthy social skills. He/she <b>almost always</b> assumes an active role within a	The student <b>sometimes</b> displays healthy social skills. He/she <b>sometimes</b> assumes an active role	The student <b>rarely</b> ever displays healthy social skills. He/she <b>rarely</b> assumes an active role within a team and does	The student <b>does not</b> display healthy social skills. He/she <b>does not</b> assume an active role within a team and fails

	demonstrating a good balance between being a leader and a facilitator.	team, demonstrating an acceptable balance between being a leader and a facilitator.	within a team.	not go beyond merely participating in tasks assigned to him.	to participate.
<b>Intellectual Honesty</b>	The student <b>always</b> applies correctly the APA style guidelines for attribution. In his/her academic work, the student <b>always</b> supports arguments with references to other authors and clearly establishes the difference between their postulates and his/her own opinions.	The student <b>usually</b> applies correctly the APA style guidelines for attributions. In his/her academic work, the student <b>almost always</b> supports arguments with references to other authors and establishes the difference between their postulates and his/her own opinions.	The student <b>sometimes</b> applies correctly the APA style guidelines for attributions. In his/her academic work, the student <b>sometimes</b> supports arguments with references to other authors and shares his/her own opinions.	The student <b>rarely</b> applies the attribution rules correctly according to the APA style. In his/her academic work, the student <b>rarely ever</b> sustains arguments with references to other authors and simply expresses his/her own opinions.	The student <b>never</b> applies the attribution rules correctly according to the APA style. In his/her academic work, the student <b>never</b> sustains arguments with references to other authors and never expresses his/her own opinions.
<b>Canvas Profile</b>	The student created a Canvas profile with his/her professional photo and proper content regarding personal information and academic life; included a personal mobile number and an alternate email address.	The student created a Canvas profile with his/her professional photo; included a personal mobile number and an alternate email address.	The student created a Canvas profile with his/her photo; included only one of the following: personal mobile number or an alternate email address.	The student created a Canvas profile with an inappropriate photo. He/she did not include personal mobile number and an alternate email address.	The student does not have a Canvas Profile.