



GUIDELINES FOR PROFESSIONAL PRACTICE

For Students & Instructors

Ready to Learn?

Setting expectations high for performance both inside and outside the classroom will enhance professional learning and success.

Prepared by CWQA
INFO@CWQA.COM

GUIDELINES FOR PROFESSIONAL PRACTICE – STUDENTS

When you meet the high expectations that employers are currently seeking, you have developed a strong work ethic for success both professionally and in life.

Employers are looking for people who demonstrate the following values, attitudes and behaviours:

A Positive Mind-Set:

- Be willing and eager to learn, do more than the bare minimum, not just for marks, but for your future.
- Be responsible for your own learning – be accountable.
- Maintain academic honesty – do your own work and be proud of it.

Positive Behaviours:

- Be Respectful – Respect the rights of others and treat people and yourself with respect and dignity; and respect property.
- Set High Expectations and Standards – Take responsibility for your learning; learn about your student rights and responsibilities; submit quality work; strive to do your best work and ask for assistance if needed.
- Demonstrate Professionalism – Manage your time effectively; honour due dates to reflect the expectations of the workplace; study and do your homework; before class read assigned readings, know what you're doing in class, bring the right materials; to get the most out of all learning experiences, attend regularly; learn about late assignment policies, attendance, tests, etc.; check all of your course outlines.
- Be Engaged – To succeed, understand that ALL components of a course are pieces of a larger puzzle that are critical for your success; ask questions and give ideas in class; think about course materials and where you can use them in life and in your career to get the most from your learning; participate actively in your learning experience; commit to life-long learning, which will be required after you graduate.
- Stay Connected – As soon as a problem occurs, immediately look to the CWQA for a listening ear, resources to assist and the network of peers to help you through this. The experience of the sum of the membership's experience is something for you to draw upon in a safe manner.
- Communicate Effectively – Use effective written and verbal communication skills; use respectful professional language and proper grammar and spelling to present yourself in an image you can be proud of.
- Be Consistent – Strive to submit your best work at all times to ensure your greatest learning.

GUIDELINES FOR PROFESSIONAL PRACTICE – INSTRUCTORS

Research has shown that the more interaction instructors have with their students in asking them to strive to learn, and the more the instructor believes that students are capable of high quality learning, the more likely students are able to learn effectively and persist toward achievement of their educational goals. CWQA strives to bring relevant and current industry expertise into the classroom as a resource for our students to take advantage of as they strive to become the best at what they do for and within the industry.

Modelling the following values, attitudes and behaviours will enhance your students' level of learning:

A Positive Mindset:

- Be willing and eager to learn – Be committed to lifelong learning; model the core competencies that are expected of students; inspire and maintain quality throughout your teaching, enabling students to strive for more.

Positive Behaviours:

- Be Respectful – Be open to feedback and suggestions; treat students and student opinions with respect and, in return receive respect from students; be aware of the diversity of learning needs of students.
- Set High Expectations and Standards – Act as a role model for what is expected of students; set the bar high and give students the opportunity to succeed; make expectations of students clear, consistent and complete; hold students accountable by providing consequences for not meeting these expectations; create learning opportunities that are challenging and engaging.
- Demonstrate Professionalism – Use professional practice in teaching; be prepared for class and knowledgeable in the subject area; be on time for class; use professional language and encourage students to do so as well; admit to errors and correct them as quickly as possible.
- Be Engaged – Create a supportive environment that allows all kinds of ideas and opinions; use a variety of teaching methods to actively engage students in learning and address different learning styles; get to know student names; take time to interact with students in an informal manner, for example, arriving early or taking time to chat.
- Stay Connected – Create welcoming opportunities for your students to interact with you about their learning both inside and outside of the classroom; establish methods for students to get in touch with you; help students feel responsible for their learning, and show interest in this learning; show empathy, understanding and support when dealing with students' concerns and

direct them to find the support that they might need; help students to make connections between and among all of their courses.

- **Communicate Effectively** – Give positive feedback; use mid-term assessments; provide positive, quick and thorough feedback in the class and when evaluating student work; give constructive feedback in private; communicate in a calm and professional manner and use a variety of communication techniques; be a good listener; follow-up with students' questions or queries in a timely and responsive manner.
- **Be Consistent** – Ensure consistency of expectations within each program and course; be consistent in course outlines, dealing with behaviour problems, marking and evaluation, and course policies, such as meeting due dates and attending class on time.

www.cwqa.com

For questions or further information, please contact CWQA at 1-866-383-7617 or info@cwqa.com