



<b>Work Collaboratively</b> – Work collaboratively with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.						
I am able to collaborate with others on a team assignment.	1	2	3	4	5	N/A
I readily exchange information, ideas, opinions and solutions within group settings.	1	2	3	4	5	N/A
I behave toward others in a respectful manner and act in such a way as to reflect the extent of respect for myself.	1	2	3	4	5	N/A
I work at resolving conflict effectively and maturely.	1	2	3	4	5	N/A
Give examples to illustrate your answers for “Work Collaboratively.”						
<b>Communicate Effectively and Respectfully</b> - Apply appropriate writing, speaking, and listening skills across various settings to engage diverse audience.						
I use appropriate forms of communication to convey my messages.	1	2	3	4	5	N/A
I communicate in a non-prejudicial and bias-free manner.	1	2	3	4	5	N/A
I participate in discussions and group work, and use active listening skills so that I am able to understand and if needed, repeat the real meaning in order to clarify.	1	2	3	4	5	N/A
I use social etiquette in all communications such as email, voice mail, texting, and letters, when I communicate with other students in the class and/or the instructor.	1	2	3	4	5	N/A
Give examples to illustrate your answers for “Communicate Effectively and Respectfully.”						

<b>Act Responsibly</b> – Apply ethical standards in both personal and professional behavior.						
I meet deadlines.	1	2	3	4	5	N/A
I am accountable for my actions.	1	2	3	4	5	N/A
I am reliable.	1	2	3	4	5	N/A
I respect diversity.	1	2	3	4	5	N/A
Give examples to illustrate your answers for “Act Responsibly.”						