



COLLEGE OF EDUCATION  
AND HUMAN SCIENCES

# Note

- Keep in mind, first impressions are long lasting.
- Be mindful of the messages your appearance, behavior, and communication send on a daily basis.
- Ask questions to find out policies, standards, and expectations in your specific setting.
- Your image should match your professional goals.

# ABC's of Professionalism

*Facilitating Professional Practices during Field Experiences*



UNIVERSITY of WISCONSIN - EAU CLAIRE

COLLEGE OF EDUCATION  
AND HUMAN SCIENCES

Brewer Hall 153  
Eau Claire, WI 54702-4004  
Phone: 715-836-3671

University of Wisconsin-Eau Claire

# Appearance

- Determine and follow through with the dress code that exists in your setting.
- Use good judgment and dress in a way that distinguishes you from students/clients.
- Use general hygiene that is conducive to positive interactions with colleagues and students/clients (e.g., avoid smelling like smoke, don't wear strong fragrances).
- Participate in attire for special school and themed events that is within reason and shows professional judgment.



# Behavior

- Respect the set hours for the work day.
- Understand and follow the boundaries of personal/professional space between yourself and students/clients.



- Schedule personal appointments on days off, end of day, or with prior permission from the cooperating teacher/supervisor.
- Be open to collaborations rather than working in isolation.
- Know when/how to lead and when to follow someone's lead.
- Actively seek out and implement constructive feedback from your cooperating teacher/supervisor.
- Follow confidentiality guidelines.

# Communication

- Avoid using email for personal purposes during the work day.
- Keep your cell phone turned off during the work day.
- Avoid making personal phone calls (unless approved by the supervisor) during the work day.
- Refrain from talking about your cooperating teacher/supervisor in general settings.
- Keep an open communication with your University supervisor about situations suggestive of sexual harassment or other tenuous circumstances.
- Communicate a positive attitude for the profession.
- Refrain from talking about the school/organization/team in public.
- Use caution and censor yourself when engaged in general conversations about school/organization issues and politics.

