

Professionalism_{assignment}

Total Points Possible: 100 points

DEFINITION: Professionalism is the adherence to a set of values comprising both a formally agreed-upon code of conduct and the informal expectations of ethical conduct shown toward the public, your client or colleagues, your profession and/or your employer. If you are a member of a professional organization or state licensed, you have an established *Code of Ethics* that you will be bound to. If you violate this “code” you may be removed from the organization. Please refer to the ASID “Code of Ethics and Professional Conduct” and the NKBA Code of Conduct to help you with this assignment.

You will be graded on your professional conduct during this course. Your grade will be based on the following criteria of which will be presented in a notebook format at the end of the semester:

- 1) Time Management
- 2) Reliability
- 3) Accountability
- 4) Self Motivation
- 5) Professional Service

Your notebook should have tab dividers as indicated below and should provide documentation for each of the following: (Please type all documentation, allowed exception: time sheets)

Time Management: 20 Points (Tab Divider needed)

Critical to the field of interior design is good time management skills. Providing customers a prompt response to their request is a matter of winning a job or losing a job. Your boss/employer will have little patience with you if you consistently miss deadlines, because excellent service is usually the key to a successful business. In addition to good time management skills, your employer will require you to maintain time sheets for billing customers or for job costing. This is a tedious task, one that will require diligence on your part. It requires daily attention for accuracy.

You will be graded on time management skills through documentation of all your design time this semester, including class time. You will need to track your time in 15 minute increments using the provided time sheets. You will submit time sheets for each ID-440 “client/project” and tally the total time spent on the project. Your grade will reflect the quality of your record keeping and the efficient use of time as compared to the quality of product outcome. Time sheets will be signed off by the instructor approximately every two weeks, **beginning on Wednesday, Sept.9th**. **It is your responsibility to have your time logs approved on a regular basis.** Missed check dates will result in point deductions from this assignment’s grade. It is recommended that for each hour spent in class that the student spend a minimum of 2 hours outside of class.

Reliability: 20 points

The following words describe a person who is reliable: *predictable, responsible, trustworthy, dependable, faithful, believable, consistent, and credible*. If you intend to get a good letter of recommendation from this program, you must possess these traits. Do you always follow through with your homework assignments? Do you always meet your deadlines? Do you stay in class and do your work? Do you *consistently* turn-in above average work? Do you stay on or ahead of schedule? This portion of the assignment will be documented by the instructor through record logs of attendance, late arrivals, meeting check dates and deadlines.

Accountability: 20 Points

Accountability is the capacity to account for one's actions; or as a representative of one's organization, to account for either your actions or the actions of your organization. You must take responsibility for your own actions and accept that sometimes your decisions may negatively affect your quality of work. Always be honest and take the blame for your mistakes as well as learn from your actions. Never make excuses! You will not succeed in this profession or any other profession, if you make excuses for your failures.

You will be graded on your accountability through negative indicators only. If you do not have any negative indicators, you will earn all 20 points. Each negative indicator carries a 2 point value.

Examples of negative indicators would be: "I didn't get my work done because I had to work until closing last night. I missed this check date because too many people were trying to plot at the same time. I lost all my drawings because my jump drive went bad, and I didn't have it backed-up. The plotter was out of paper, etc." In other words, unless your excuse is considered an "excused absence" according to the class policy statement, it would benefit you not to mention why you are late or why you didn't complete your assignment.

Self Motivation: 10 Points (Tab Divider needed)

Never expect personal happiness and success to come from others. It is something you earn through hard work. You alone are responsible for your happiness and success in life. Self motivated people have removed all the barriers that would prevent them from succeeding. They set goals (both long term and short term) and they work diligently to achieve them. They seek advice and crave knowledge. They are eager to learn.

For this portion of your assignment, you need to establish and write down 3 goals for this class and 3 goals for this semester that you feel you can achieve. Be realistic. You must get approval of these goals from your instructor. (ie: your goal cannot be I will arrive to class on time) Refer to the handout on establishing personal goals and the SWOT analysis. In addition, I would like to see your long term goals (5-10 years). Please type all goals and include a copy in your notebook.

Professional Service: 30 Points (Tab Divider needed)

Service to the profession and the community are signs of leadership. Simply joining an organization is not true service. The following is a breakdown of how points can be earned for Professional Service: Each student must complete a minimum of 1 ½ hour of service to the Interior Design Program in order to help keep-up the studio and resource libraries. (see item #3).

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| 1) | Member of a professional design organization related to commercial design
You must attach a copy of your current membership card | 5 points |
| 2) | Attend 2ea ASID <i>Educational</i> Meetings
(either student meeting or Professional meeting) | 5 points |
| 3) | 1 ½ hours service to the ID program | 5 points |
| 4) | Attend South Central ASID Annual Conference, Jackson
October 17 | 5 points |
| 5) | Attend DeltaCON vendor show and CEU's October 16 | 5 points |
| 6) | <i>Participate</i> in an ASID Committee (limit 2)
(You must actively be involved) | 5 points |
| 6) | University or Community Service (must get approval) | 5 points |
| 7) | Additional service options may be considered with permission of the instructor.
(ie: Humane society, Habitat for Humanity, etc.) | 5 points each |

Students must fully document and describe the nature of their service to include the date, location, time (start and finish), who the service was for, etc. This information should be typed and included in your journal. To obtain all 30 points, you must have a total of 6 documented and approved journal entries. If in doubt, ask the instructor if your service is approved. Outside community service must be documented in writing by the organization in which you served.

Check Dates:

Check Date:	September. 9, 2009	SWOT Analysis/Goals	-5 points
Due Date:	December 8, 2009	Turn in Prof. Notebook	100 points