Queen’s University Faculty of Education

EXLR Progress Improvement Form – Instructions for Use

During an EXLR placement, it is the responsibility of the student to achieve the criteria set forth in the Professional Dispositions outlined below. If at any point during the placement a Host feels as though the student is not achieving the Professional Dispositions, they are to complete this form to formally address and identify issues to work on, allowing for adequate time remaining in the placement to address concerns.

If, in the final assessment, the Host feels the student did not successfully achieve all Professional Dispositions and indicates “No” to two or more of the five, a student will be unsuccessful in the EXLR course. At this time, a copy of the signed EXLR Progress Improvement Form must be submitted to [concurrent.education@queensu.ca](mailto:concurrent.education@queensu.ca).

# **Professional Dispositions**

## Punctuality and Dependability

The candidate is punctual, prompt, and reliable. They arrive at the placement early (at least 15 minutes prior to the start of the day) and plan to stay after, when possible, to discuss the day with the host. If the candidate is unable to attend due to illness, they must notify their host as soon as possible and form a plan to make up any missed hours.

## Initiative

The candidate ensures any duties required are completed in a timely fashion and engages in proactive demonstration of skills. The candidate actively seeks direction. The candidate offers to help in a variety of circumstances and shares ideas.

## Response to Mentorship

The candidate actively engages in debriefs and conversations with the host throughout the placement. In these conversations, the candidate and host work to communicate the strengths, needs, and suggestions for improvement to support the candidate’s progress. There is evidence the candidate is working to incorporate these suggestions into their practice.

## Contributing to the Safety and Security of Learners

The candidate becomes familiar with the Agency Handbook and/or website, policies, and procedures (e.g. lockdown, fire drills, social media policies, etc.), follows existing routines, and supports existing discipline processes.

## Discretion and Professional Judgement

The candidate displays a professional attitude, respect of colleagues, professional boundaries, discretion, appropriate dress, confidentiality, and cooperation with personnel. The candidate uses time wisely and productively, and will not use cellphones or other devices for personal communication during placement hours.

## Areas of Concern (based on Professional Dispositions):

## Detailed Recommendations for Sustained Improvement:

**Number of hours left in placement to improve:**

## Signatures:

**Host Name:**

**Host Signature: Date:**

**Student Name:**

**Student Signature: Date:**

I have read and understand the areas of concern and recommendations for improvement.