

Tactfulness/Manners (Complete at least 2)

1. Achieve a final grade of B- (2.7) or better in Professional Development or Patient Care.

_____ Date: _____
Signature of Instructor or Academic Affairs Officer

2. (**Required**) Have 4 faculty members or 3 faculty members and 1 staff member attest to your ability to be pleasant and nice to others.

_____ Date: _____
Signature of Instructor

_____ Date: _____
Signature of Instructor

_____ Date: _____
Signature of Instructor

_____ Date: _____
Signature of Staff Member or Instructor

3. Achieve a final grade of B- (2.7) or better in Human Relations in the Workplace.

_____ Date: _____
Signature of Instructor or Academic Affairs Officer

Team Work (Complete at least 1)

1. Participate in 3 team experiences in class. Have a teacher attest to your effectiveness.

_____ *Signature of Instructor* _____ *Experience* _____ *Date*

_____ *Signature of Instructor* _____ *Experience* _____ *Date*

_____ *Signature of Instructor* _____ *Experience* _____ *Date*

2. Participate in a club or professional organization and have your faculty club advisor attest to your effective teamwork skills.

_____ *Club Name* _____ *Advisor Signature* _____ *Date*

3. Be an officer in a club and have your faculty club advisor attest to your effective teamwork skills.

_____ *Club Name* _____ *Office Held*

_____ *Advisor Signature* _____ *Academic Year*

Communications (Complete at least 4)

1. Achieve a final grade of B- (2.7) or better in Business English I & II or Business English Essentials.

Signature of Instructor or Academic Affairs Officer Date: _____

2. Achieve a final grade of B- (2.7) or better in Oral Business Communications or Oral Presentation Skills or Technical Presentations or Technical Writing.

Signature of Instructor or Academic Affairs Officer Date: _____

3. Be a presenter in a group project report and have an instructor attest to the effectiveness of your presentation.

Project Report *Signature of Instructor* *Date*

4. Serve as an officer in a club or organization and preside over three meetings.

Signature of Advisor Date: _____

5. Complete a mock interview in a Job Search class and have an instructor attest to the effectiveness.

Signature of Instructor Date: _____

Critical Thinking/Problem Solving

Achieve a final grade of B- (2.7) or better in one of the following classes:
AMA Capstone Project, Integrated Microsoft Office, Auditing, The Business Plan, Criminal Justice Capstone Project, Law and Ethics in Sonography, Engineering Technology Project, Print Portfolio, Principles of Supervision, Project Management, Medical or Medical Seminar

Signature of Instructor or Academic Affairs Officer Date: _____

Understanding Supervision/World of Work (Complete both)

1. Achieve a final grade of B- (2.7) or better in Career Preparation, Professional Development for the Sonographer I and II, IT Career and Certification Preparation or Career Preparation for HIT.

Signature of Instructor or Academic Affairs Officer Date: _____

2. Achieve a final grade of B- (2.7) or better and at least 95% attendance on your Internship.

Signature of Instructor Date: _____