

Rules for Professionalism

1. Positive, integrative emotional displays

- a. Willingness to do what is asked.
- b. Upbeat, “can do” attitude.
- c. Emotions kept in check and displayed appropriately
 - i. Empathy and understanding for others’ values and rights
 - ii. No discussions or inappropriate, (unrequested) displays of sex, violence, religion or politics.
- d. Enthusiasm for the task at hand and the larger picture.
- e. No negative, disparaging or insulting language.
- f. Ability to disagree respectfully and set aside differences.

2. Strong work ethic

- a. Focus
 - i. Not distracted by texting, phone calls, chat, games, nearby unrelated conversations.
 - ii. Works on the task at hand to completion.
 - iii. Uses the allotted time wisely.
- b. Enthusiasm
 - i. Always finds something to enjoy about any project.
 - ii. No display of negative emotions or negative statements.
 - iii. No displays of boredom.

- iv. Takes responsibility for morale among teammates.
- c. Determination
 - i. Does not give up easily.
 - ii. Finds solutions, not excuses.
 - iii. Accomplishes a given task within the given time frame.
- d. Team oriented
 - i. Willing to sublimate ego for the common good.
 - ii. Understands the group goal and their responsibility within the group.
 - iii. Fulfills their part of the project at or exceeding expectations on or ahead of schedule.
 - iv. Keeps team members informed of status.
 - v. Is on time and present for meetings and presentations.
 - vi. Is well prepared for meetings and presentations.
- e. Understands and utilizes appropriate time-management tools.

3. Adaptability, resourcefulness

- a. Problem-solving
- b. Self-motivated investigation
- c. Willingness to change and adapt

4. Strong communication skills

- a. Strong Verbal and Writing skills in several mediums
 - i. E-mail
 - ii. Print
 - iii. Phone
 - iv. Internet
 - v. In-person
 - vi. Formal
 - vii. Informal
- b. One on one
- c. Small and large groups
- d. Broad range of audiences

5. Broad and deep understanding of psychology

- a. How and why people react to images, language and behavior.
- b. Motivating team members
- c. Generating trust and respect
- d. Understands how appearances, both personal and professional, affect impressions.

6. An understanding of business

- a. What sells, to whom and why.
- b. Profit, loss, expenses, and pricing.
- c. Basic understanding of legal practices.
- d. Implications of various business models and practices.

7. A strong understanding of ethics

- a. Conducting yourself as a professional
 - i. Knowledgeable in your field
 - ii. Doing what you say, when you say you'll do it.
 - iii. Giving and generating respect.
 - iv. Being trustworthy.
 - v. Understanding and communicating the complexities and implications of your chosen field.
- b. Practicing good citizenship
 - i. Seeking the common good over the individual gain.

8. Strong technical skills

- a. Ability to get the job done as specified
 - i. (See also Resourcefulness)
 - ii. Understands what skills are necessary for a given task
- b. Understands and utilizes appropriate time-management tools.
- c. Is able to articulate the working processes to both knowledgeable and inexperienced audiences.

9. Awareness and understanding of current issues and trends

- a. Within the field
- b. Local, national and international affairs and their implications.

10. Open-mindedness and creativity

- a. Ability to see new ways of approaching and solving problems.
- b. Willingness to accept ones' own mistakes and misinterpretations.
- c. Willingness to accept other, differing opinions and points of view.
- d. Being able to see outside established boundaries and ways of thinking.