Santa Ana College OTA Program
PROFESSIONAL BEHAVIOR DEVELOPMENT
Feedback Form

The occupational therapy assistant program at Santa Ana College is committed to providing OTA Students with the best opportunity for success. Koenig et al, state that "Student failure in the clinical education component of the curriculum often has its origin in professional behavior issues". Students will be given feedback during the program and a chance to remediate areas of concern before starting fieldwork.

Name of student: Zita Kalandarishvili Date: 12/03/25

Name of Faculty: Yovana G. Harris Class: OTA 101L

The student demonstrates the following skill:

	Never	Seldom	Some -times	Often	Always	Comment:
Time Management					**X**	Zita arrives on time and is present for all class sessions. All assignments are submitted on time. Her time management during professional presentations is always within the expected time frame.
Organization					**X**	Zita is well organized in the classroom, including when having to manage materials and peers during professional presentations. Her assignments are well written and organized.
Engagement					**X**	Zita is engaged during all class discussions and group lab activities. She asks relevant questions to better understand the material, and provides real world experience feedback when appropriate from her previous experience as an OTP in Ukraine.
Communication					**X**	Zita maintains open and appropriate communication with instructor and peers. Written assignments utilize appropriate and professional terminology and adequately demonstrate an understanding of course materials.
Professional and Personal Boundaries					**X**	Zita is professional at all times, she is respectful of peers and maintains appropriate boundaries at all times.

Reference:
Koenig, Kristie; Johnson, Caryn; Morano, Cathleen K; and Ducette, Joseph P, "Development and validation of a professional behavior assessment." (2003). *Department of Occupational Therapy Faculty Papers.* Paper 12).

ACTION PLAN

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Examples of Behaviors
not inclusive – specific behaviors may be added at the discretion of faculty

Time Management
- Arrives punctually and stays the entire class
- Completes assignments on time
- Consistent attendance
- Coordinating schedules with others
- Accepting changes in scheduling

Organization
- Ability to set priorities
- Dependable
- Follows through with responsibilities
- Using free time productively
- maintaining equipment, materials and the worksite/classroom

Engagement
- Active participation
- Demonstrates flexibility
- Ability to anticipate a potential challenge and act proactively to address it
- Ask relevant questions
- Ability to analyze, synthesize and interpret information, giving alternate solutions to issues/situations
- Exercises good judgment
- Complies with rules and regulations including safety precautions
- Demonstrated initiative
- Volunteering for additional responsibility

Communication
Written Verbal/Non-verbal Communication
- Writes using correct grammar, spelling, punctuation, abbreviations include e-mail and texting
- Writes legibly in an organized fashion; communicates clearly and concisely in papers, notes and reports
- Appropriate use of body language, affect, attitude and non-verbal communication
- Tactfully shares perceptions/opinions

- Appropriate use of professional terminology
- Contacting instructor using established methods

Professional and Personal Boundaries
- Ability to appropriately give, receive and respond to feedback
- Ability to recognize/handle personal and professional frustrations
- Balances personal and professional obligations
- Works cooperatively, considerately and effectively with others
- Responsive to social cues
- Respects confidentiality
- Contributes to the success of others (supervisors, peers, clients)
- Accepts responsibility for personal choices
- Dresses professionally for the context
- Demonstrate sensitivity to diverse views and opinions
- Asks pertinent questions