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: 06/02/2026

Name of Faculty: Elizabeth Medina Class: 102 L

The student demonstrates the following skill:

	Never	Seldom	Some -times	Often	Always	Comment:
Time Management	☐	☐	☐	☐	☑	Arrives punctually, has consistent attendance and completes assignments on time.
Organization	☐	☐	☐	☐	☑	She is very dependable and follows through with all responsibilities.
Engagement	☐	☐	☐	☐	☑	Zita contributes to class discussions with valuable input, exercises good judgement and demonstrated flexibility.
Communication	☐	☐	☐	☐	☑	Uses appropriate body language and is tactfully in her shared perspective during class discussions and when working with her peers.
Professional and Personal Boundaries	☐	☐	☐	☐	☑	Works cooperatively, demonstrates sensitivity to diverse views and contributes to the success of others.

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

Santa Ana College OTA Program
PROFESSIONAL BEHAVIOR DEVELOPMENT
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