

**University of South Carolina Beaufort**  
**Department of Education**  
**Professional Dispositions/Student Intervention Plan Procedures**

1. An introduction to the *Department of Education Professional Dispositions and Skills Criteria* will be given to students enrolled in EDCI 210 Observation and Analysis, the first introductory class of the major. It will also be discussed at the Education Information Sessions, as well as shared individually with all transfer students. All faculty members will reinforce the concepts of the *Department of Education Professional Dispositions and Skills Criteria* in all Education courses.
2. Students will receive formative feedback on their professional dispositions as they progress through the program. Cooperating Teachers and University Supervisors will be completing *Professional Dispositions Assessment I-III*, respectively, during field-based observation placements, Practicums, and Internship semesters.
3. If any faculty member has concerns about a student's behavior or performance at any time, the recommended first step is to counsel the student and document the conference meeting.
4. For more serious or persistent concerns, the faculty member will complete the *Professional Dispositions and Skills Student Intervention Plan*, discuss the form with the student, and have the student sign it. Either the student or the faculty member may request a third party attend the meeting. The faculty member will send the completed *Professional Dispositions and Skills Student Intervention Plan* to the Department Chair who shares the form with the Education Department Committee\* for review. The student's advisor will also be contacted as well.
5. If the situation involves academic misconduct, e.g. plagiarism, the procedures outlined in the *University of South Carolina Beaufort Bulletin* will be followed, as well as completion of the *Professional Dispositions and Skills Student Intervention Plan* form.
6. The Department Chair and Education Department Committee will review the *Professional Dispositions and Skills Student Intervention Plan* and recommend an intervention/action plan for improvements well as a progress review date. In addition, the action may include deferring admission or denying continuation in the program. In some cases, no action will be taken, based on recommendations by the committee. The original copy of the committee decisions will be forwarded to the Department Chair. A copy of the outcome will be given to the originating faculty member, the student, and the advisor.
7. The Department Chair will maintain a database of *Professional Dispositions and Skills Student Intervention Plan* forms and report summary data to the unit annually.
8. Students who are denied further progression in the program may follow the appropriate appeals process as described in the *University of South Carolina Beaufort Bulletin*.

\*The Education Department Committee is comprised of three full-time faculty members, including the Department Chair.

Adapted from Winthrop University's Professional Dispositions and Skills Intervention Form Procedures, Undergraduate and MAT Programs (Fall 2012).