

Checklist - Ethics and Professional Development

Maintain all entries and records to be included in your e- binder. This checklist serves as a structure of what to include in your e-binder. You are required to show evidence for each of the items listed.

- Provided a narrative on how you were compliant with the Academy Code of Ethics reviewed in Orientation and practiced in an ethical manner.

- attended an Academy (state or local) meeting - enclose meeting agenda/name tag/handouts as evidence. If a meeting is not available during the rotation, list the date of the next available meeting that you will be attending. Over the *course of the internship* you are to attend a membership meeting, board meeting and volunteer at a meeting.

- participated in a professional organization – provide Academy Certificate as evidence (Provide a narrative on the completed task and / or student role) also join local district of RD group.

- Provided updated activity log including how this rotation helped you meet any of your goals. This is an ongoing activity log that is added to with each rotation.