

Clark Civility Index for Students and Classmates[©]

SOURCE: Clark, C.M. (2025). *Creating and sustaining civility in nursing education*, 3rd ed, Sigma Theta Tau International.

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To complete the index, consider the 20 statements listed below. Read each statement carefully. Using a scale of 1- 5; (5) almost always, (4) usually, (3) occasionally, (2) rarely, (1) almost never, select the response that most accurately represents how true each statement to be. Enter the score for each item; then add the numbers to determine the overall health of your workplace. Scores range from 20-100.

Ask yourself, how often do I: (5) almost always (4) usually (3) occasionally (2) rarely (1) almost never

- | | | | | | |
|--|---|---|---|---|---|
| 1. Role model civility, professionalism, and respectful discourse | 1 | 2 | 3 | 4 | 5 |
| 2. Add value and meaning to the educational experience | 1 | 2 | 3 | 4 | 5 |
| 3. Communicate respectfully (e-mail, online, digital, text, telephone, f2f) and really listen | 1 | 2 | 3 | 4 | 5 |
| 4. Avoid negative gossip and spreading rumors | 1 | 2 | 3 | 4 | 5 |
| 5. Avoid making sarcastic remarks or gestures (staged yawning, eye-rolling) | 1 | 2 | 3 | 4 | 5 |
| 6. Pay attention and participate in class discussion and activities | 1 | 2 | 3 | 4 | 5 |
| 7. Use respectful language (avoid racial, ethnic, sexual, gender, weight, ability, religiously biased terms) | 1 | 2 | 3 | 4 | 5 |
| 8. Avoid distracting others (misusing media devices, side conversations) during class | 1 | 2 | 3 | 4 | 5 |
| 9. Avoid taking credit for someone else's work or contributions | 1 | 2 | 3 | 4 | 5 |
| 10. Co-create and abide by classroom and clinical norms | 1 | 2 | 3 | 4 | 5 |
| 11. Address disruptive student behaviors and promote a safe, civil learning environment | 1 | 2 | 3 | 4 | 5 |
| 12. Take personal responsibility and accountability for my actions | 1 | 2 | 3 | 4 | 5 |
| 13. Speak directly to the person with whom I have an issue | 1 | 2 | 3 | 4 | 5 |
| 14. Complete assignments on time and do my share of the work | 1 | 2 | 3 | 4 | 5 |
| 15. Arrive to class on time and stay for the duration | 1 | 2 | 3 | 4 | 5 |
| 16. Avoid making unreasonable or excessive demands (make-up exams, extensions, grade changes, or other special favors) | 1 | 2 | 3 | 4 | 5 |
| 17. Uphold the vision, mission, and values of my institution | 1 | 2 | 3 | 4 | 5 |
| 18. Listen to and seek constructive feedback from others | 1 | 2 | 3 | 4 | 5 |
| 19. Demonstrate an openness to other points of view/perspectives | 1 | 2 | 3 | 4 | 5 |
| 20. Apologize and mean it when the situation calls for it | 1 | 2 | 3 | 4 | 5 |

Scoring the Civility Index: Add up the number of 1-5 responses to determine your 'civility' score

90-100—Very civil

80-89—Civil

70-79—Moderately civil

60-69—Mildly civil

50-59—Uncivil

Less than 50—Very uncivil

Identify one area of personal strength and how you plan to continue developing this area of strength.

Identify one area for personal growth, how you plan to achieve it, within which timeframe?

Now ask yourself, how often do my classmates...

(5) almost always (4) usually (3) occasionally (2) rarely (1) almost never

- | | | | | | |
|--|---|---|---|---|---|
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| 3. Communicate respectfully (e-mail, online, digital, text, telephone, f2f) and really listen | 1 | 2 | 3 | 4 | 5 |
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| 20. Apologize and mean it when the situation calls for it | 1 | 2 | 3 | 4 | 5 |

Total _____

Identify one area of personal strength for your classmates; provide one or two suggestions to continue developing this strength.

Identify one area of personal growth for your classmates to consider; provide one or two suggestions on how to achieve this area of personal growth.