

Work Ethics

The Technical College System of Georgia and HGTC believe it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. Therefore, a system to evaluate “work ethics” in each credit course has been developed. Work ethics grades (3,2,1,0) are earned in each completed credit hour course and are included on the student’s permanent record and transcript. A list of work ethics characteristics is detailed below and may include:

OCCUPATIONAL COURSES

- ▶ **Attendance:** Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
- ▶ **Character:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
- ▶ **Teamwork:** Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.
- ▶ **Appearance:** Displays appropriate dress, grooming, hygiene, and etiquette.
- ▶ **Self-Esteem:** Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.
- ▶ **Productivity:** Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.
- ▶ **Organization:** Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.
- ▶ **Communication:** Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills.
- ▶ **Leadership:** Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.
- ▶ **Respect:** Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.

CORE COURSES

- ▶ **Attendance:** Attends class; arrives/leaves on time.
- ▶ **Self-Esteem:** Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.
- ▶ **Productivity:** Spends class time on task, follows directions and procedures; completes and makes up assignments punctually; keeps work area neat and clean.
- ▶ **Communication:** Displays appropriate nonverbal (attire, eye contact, body language) and oral (listening, grammar) skills.
- ▶ **Cooperation:** Maintains appropriate relationship with instructors and peers; appropriately handles criticism, conflicts, and complaints.

ONLINE COURSES

- ▶ **Attendance (Punctuality):** Completes assignments on time; takes exams at scheduled times; completes exams within scheduled time limits.
- ▶ **Character:** Displays academic integrity, trustworthiness, dependability, reliability, initiative, self-discipline, and responsibility.
- ▶ **Teamwork:** Respects rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; demonstrates mannerly behavior in interactions with students and instructor
- ▶ **Appearance (Netiquette):** Follows netiquette rules; respectful of others in written and oral communication.
- ▶ **Self-Esteem (Critical Thinking):** Demonstrates problem-solving skills, ability to reason, able to troubleshoot; uses technical support systems appropriately.
- ▶ **Productivity:** Completes all online and off-line requirements for the course in a timely manner; follows directions and procedures; accesses online course materials regularly.
- ▶ **Organization:** Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change. Communication: Contacts instructor to report problems; asks appropriate questions related to assignments; interacts with instructor and other students in discussion board.
- ▶ **Leadership:** Displays leadership skills; appropriately handles criticism,

conflicts and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.

🔴 **Respect:** Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind in written and oral communication.

EXPLANATION OF WORK ETHICS GRADES

3= Exceeds Expectations: Work Ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment

2=Meets Expectations: All work ethics standards are met. The quality of student's work ethics performance is that of a good employee in the normal work environment.

1=Needs Improvement: Some standards were not met. Additional training in employability skills is recommended.

0=Unacceptable: Work ethics performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment.