Work Ethics

STUDENT HANDBOOK

Make Sure All the Pieces Are in Place For Your Career!
Notes

*Based on Georgia Department of Technical and Adult Education Work Ethics Program.
WORK ETHICS

◊ Ethics is defined as a collection of values and behaviors which people feel are moral. In other words, “ethics” is the name we give to our values or good behavior. So a positive work ethic is the collection of all the values and actions that people feel are appropriate in the work place.

◊ Morals relates to right and wrong. Values are beliefs that a person feels are very important. Our behavior, or actions, are most often a reflection of our values.

Today’s workforce is demanding and competitive. Employees must not only have good technical skills but demonstrate positive, cooperative attitudes. Kaskaskia College is dedicated in preparing students with business and technical skills and also interpersonal skills needed to excel in today’s workplace.

Three primary results of the Work Ethics Program make it a winning proposition for all concerned. These results are:

• Students begin employment with positive work ethic skills which will enhance their value as employees.

• Instructors develop more motivated and attentive students.

• Employers acquire employees with desirable work habits.

“I have a stack of applications from your class. All of the students have you listed as a reference. I know that your students will be technically sound. I don’t necessarily want the “A” student. Please look through this stack and only forward on the students that are the best team players and show up to class….on time….with a good attitude”.

Administrative Technologist St. Mary’s Good Samaritan, Inc.
The 10 Characteristics of Work Ethics

Kaskaskia College students become more employable by participating in our Work Ethics Program*. Business and industry leaders have identified essential work traits that colleges should teach and students should practice in order to develop a viable, effective workforce. KC has incorporated the following 10 traits that form the core of our Work Ethics curriculum:

◊ **Attendance**
  Attends class, arrives/leaves on time, notifies the instructor in advance of planned absences, and makes up assignments punctually.

◊ **Character**
  Displays loyalty, honesty, trustworthiness, reliability, dependability, initiative, self-discipline, and self-responsibility.

◊ **Teamwork**
  Is a team worker, is cooperative, is assertive, displays a customer service attitude, seeks opportunities for continuous learning, and displays mannerly behavior.

◊ **Appearance**
  Displays appropriate dress, grooming, hygiene, and etiquette.

◊ **Attitude**
  Demonstrates a positive attitude, appears self-confident, and has realistic expectations of self.

◊ **Productivity**
  Follows safety practices, conserves materials, keeps work area neat and clean, follows directions, and procedures.

◊ **Organizational Skills**
  Manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change.

◊ **Communication**
  Displays appropriate nonverbal and verbal skills.

◊ **Cooperation**
  Displays leadership, appropriately handles criticism and complaints, demonstrates problem-solving capability, maintains appropriate relationships with supervisors and peers, and follows chain of command.

◊ **Respect**
  Respects the rights of others, deals appropriately with cultural/racial diversity, and does not engage in harassment of any kind.

Kaskaskia College Core Values

Kaskaskia College believes in the Core Values of honesty, respect, fairness, compassion and responsibility and incorporates these values in all aspects of instruction and administration. With the talented faculty, visionary leadership, community partnerships and students who dare to make their dreams become a reality; the College's ethics based educational mission continues to make Kaskaskia College a pioneer among community colleges.

Subscribing to a set of values is essential for individuals in acquiring a high quality of life, a successful career, and to be a good citizen. It is also essential for organizations to adopt core values for creating a code of conduct or standards of behavior expected of individuals serving in or with that entity. Such values are learned and will direct individual behavior and the manner in which people will be treated and expected to be treated. Kaskaskia College has adopted a set of core values that have become the fiber of the institution.

◊ **Honesty**
  Being truthful and not deceptive or fraudulent; and, subscribing to the phrase, “there is no substitute for the truth.”

◊ **Respect**
  Having a genuine regard for others and a showing of consideration.

◊ **Compassion**
  Understanding the feelings of others and recognizing the effect one’s actions will have on others.

◊ **Fairness**
  Practicing actions that are just and impartial along with treating people in a consistent manner.

◊ **Responsibility**
  Assuming ownership for personal actions and to be accountable for one’s own behavior, assigned tasks, duties, and functions. Also, being responsible means taking action against wrongdoing and not to tolerate those who are dishonest and engage in misconduct or exhibit inappropriate behavior.
Benefits of Work Ethics

It is the goal of Kaskaskia College that those who complete a degree, certificate, or planned sequence of courses be recognized as competent, productive, and sought-after members of the workforce. Successful completion of the Work Ethics curriculum not only provides this opportunity to our students, but also benefits faculty and employers as well. Work Ethics will accomplish the following goals:

◊ help students enter employment with positive work ethics skills to make them more employable and valuable;
◊ help employers acquire employees with desirable work habits; and
◊ help faculty have more motivated and attentive students.

Students win by having the personal skills employers want by bringing a more positive attitude to work (and to the classroom). You’ll be happier, and those around you will be happier also.

Businesses and industries that hire you will be more productive and globally competitive as a result of the preparation we provide through this program and through our quality technical skills instruction.

Continuous Evaluation and Counseling of Students

All programs incorporate the work ethics curriculum.

◊ Immediate feedback for exceptional behavior
  Good work habits can be taught if they are properly identified and stressed over time. Instructors are required to give continual feedback to their students regarding work behaviors that are exhibited in classrooms, labs, and internships. This feedback is accomplished through a formal system of daily reinforcement of positive work habits and correction of unacceptable behaviors.

Formal Reports of Student Progress

◊ Mid-quarter report
  The issuance of a mid-quarter progress report provides every student feedback as to work ethics performance. This report affords the opportunity for students to improve their performance prior to the end of the semester.

◊ Final grade
  Students work ethic grades are incorporated into their final course grade.

Marketing Work Ethics Curriculum

◊ Internal
  Continual emphasis must be given to the importance of fostering good work ethics. An ongoing internal campaign to motivate and promote the work ethics program is essential to the success of the project. KC TV, KC website, posters, and banners will be used to promote the trait of the week to infiltrate the work ethics principles throughout the institution.

◊ External
  Promotion to the business and industry community is also a necessary link to the success of the project. Other external promotions of the work ethics effort could include fax cover sheets, billboards, as well as presentations to community and civic groups.
Criteria for Work Ethics

Kaskaskia College students will be evaluated on their work ethics behaviors as displayed in the classroom and internships. The following are descriptions of the standards which an overall evaluation of the students work ethics performance will be based.

◊ Attendance
• Ready to go when class starts
• Back on time from break
• Attentive while in class
• Calls before an absence or tardy

◊ Character
• Displays honesty when working in the classroom and internships
• Accepts criticism when an error is made
• Works independently

◊ Teamwork
• Works with the staff to complete tasks
• Cleans up when finished with task
• Willingly works with a different partner in class and lab
• Refrains from blaming others when mistakes are made

◊ Appearance
• Adheres to program dress code
• Uses personal protection equipment when required
• Considers others perspective

◊ Attitude
• Considers others needs above their own
• Manages conflict within the workplace through consideration of other’s points of view
• Maintains emotional control in stressful situations or with difficult personalities

◊ Productivity
• Works independently in down time
• Recognizes other tasks that can be completed when their own assignment is finished
• Uses time efficiently

Criteria for Work Ethics

◊ Organizational Skills
• Prepares for class
• Uses a weekly planner for classroom assignments
• Obtains assignments from the instructor in a timely fashion
• Uses available resources to complete assignments
• Organizes assignments on provided form

◊ Communication
• Utilizes correct terms when speaking and writing
• Requests clarification when needed
• Introduces themselves when initially working with individuals
• Uses appropriate language in communication to the instructor
• Uses appropriate language in the classroom

◊ Cooperation
• Displays leadership and cooperation with the other students
• Adjusts to changes in assignments
• Refrains from complaining when assigned tasks
• Works well in assigned groups

◊ Respect
• Respects the differences in people’s background, culture, race, age, and personality
• Approaches the instructor without being defensive
• Appreciates the different pace students learn
• Refrains from negative conversation or criticism about other students, staff, and instructors