

WORK ETHICS EVALUATION FORM

STUDENT NAME:		ID#		QUARTER:					
COURSE TITLE:		CRN#:		INSTRUCTOR:					
<u>Grading Scale</u> 24-30 Exceeds Expectations 20-23 Meets Expectations 17-19 Needs Improvement 0-16 Unacceptable		Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
		Point Score				Point Score			
Work Ethics Trait *denotes category for online classes		3	2	1	0	3	2	1	0
Attendance (*Punctuality): completes assignments on time; takes exams at scheduled times; completes exams within scheduled time limits									
Character: Displays <i>academic integrity</i> , trustworthiness, dependability, reliability, initiative, self-discipline, and responsibility.									
Teamwork: Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; demonstrates mannerly behavior <i>in interactions with students and instructor</i>									
Appearance (*Netiquette): follows netiquette rules; respectful of others in written and oral communication.									
Attitude (*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									
Organizational Skills: 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.									
Cooperation: Displays leadership skills; appropriately handles criticism, conflicts, and complaints; 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 <i>in written and oral communication</i>									
SUBTOTAL									
		TOTAL SCORE:				TOTAL SCORE:			
		Mid-Term Grade:				End-of-Quarter Grade:			
		Student's Signature:				Student's Signature:			
STUDENT'S FINAL WORK ETHIC GRADE:									

EXPLANATION OF GRADING SCALE

- (E) Exceeds Expectations Work ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.
- (M) Meets Expectations All work ethics standards are well met. The quality of student's work ethics performance is that of a good employee in the normal work environment.
- (N) Needs Improvement Work ethics standards are minimally met. The student's work ethics performance is representative of that of a satisfactory employee in the normal work environment.
- (U) Unacceptable Some standards were not met. Additional training in employability skills is recommended.