A member of:

Georgia Virtual
Technical Connection
Table of Contents

Welcome From the President ................................................................. 3
Georgia Virtual Technical Connection (GVTC) ........................................ 4-5
Student Online Course Orientation ....................................................... 6
Getting Started With Your Online Class ............................................... 6-7
Student Email Access ........................................................................ 8
ANGEL .................................................................................................. 9
BannerWeb .......................................................................................... 10
Attendance Policy ................................................................................ 11
Student Policy ...................................................................................... 12
Academic Dishonesty Policy .................................................................. 13
Work Ethics Orientation ....................................................................... 14-16
Instructor Response ............................................................................. 17
Important Links and Contacts .............................................................. 18
OTC Policies and Procedures ............................................................... 19
List of Policies and Procedures ........................................................... 20
Work Ethics Evaluation Form .............................................................. 21
Student Affairs Information ............................................................... 22-23
On behalf of our faculty, staff, and students, welcome to Ogeechee Technical College. I sincerely hope that you take advantage of all that we have to offer.

Our focus here at Ogeechee Tech is simple—we strive to give you the tools you need to find your own level of achievement and success and to ensure a bright future for you and your family. We stand ready to help you achieve, no matter what you set out to do.

We have an abundance of credit courses at Ogeechee Tech to meet your needs. Whether you are seeking a degree, a diploma, or a certificate, we believe that there is something which will be of interest to you. Our programs of study range from nursing to agribusiness, from veterinary tech to fire science, and from accounting to law enforcement. And those choices are just the start!

The employees of Ogeechee Tech are here to serve your needs. Our instructors will impart the knowledge which they have gained through years of experience in their areas of study. Our student affairs staff members are here to help you navigate through the processes that are required for admission, registration, and financial aid. Everyone, including me, is here to answer your questions, to provide you with encouragement, and to help you succeed.

So, you see, we can provide you the tools you need to pursue not only a job, but a challenging career. Your hard work and dedication, along with our constant support, will lead to success at Ogeechee Tech—and in life!

My very best wishes to you!
Dawn H. Cartee, Ed.D.
President

Mission Statement

Ogeechee Technical College (OTC), a unit of the Technical College System of Georgia, is a public institution of higher education that contributes to economic, educational, and community development of its three-county service area of Bulloch, Evans, and Screven counties. OTC accomplishes its mission by providing technical education programs at the associate degree, diploma, and certificate levels utilizing traditional and distance education methodologies; student support services; adult literacy education; continuing
education; and customized business and industry workforce training to the citizens of the communities it serves.

OnLine Learning Mission Statement

Ogeechee Technical College’s Distance Learning mission is to provide accessible, effective learning opportunities for students as an alternative to the traditional classroom environment. In addition, Ogeechee Technical College’s quality assurance goal in Distance Learning education is to provide support and training of faculty and students in the use of a variety of online learning methods and techniques.

Equal Opportunity Institution

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to coordinate the College’s implementation of nondiscrimination policies: Kelli Waters, Title IX Coordinator, Office 143H, JEK Building, 912.871.1885 and Penny Hendrix, ADA/Section 504 Coordinator, Office 171E, JEK Building, 912.486.7211.

Georgia Virtual Technical Connection (GVTC)

The Georgia Virtual Technical Connection (GVTC) is a consortium of independent technical colleges providing occupational courses and programs using a standardized curriculum delivered over the Internet and through local centers. Its mission is to provide students with a central point of reference for programs offered electronically through its state system of technical colleges. GVTC provides the central point of contact for the student applying online by providing an online course catalog, an online orientation, and a question and answer section. The question and answer section provides answers to questions concerning the online process and facilitation of the online application to the requested college. GVTC acts as a facilitator rather than a full functioning admissions department. Application files, assessment testing, advisement and registration, financial aid, textbook orders, and awarding credentials are managed at the local colleges. GVTC's function is to assist the student in locating the course(s) needed and direct the application to the requested college. The same policies and procedures that apply to the traditional student services apply to the Georgia Virtual Technical Connection (GVTC) process. Each application is processed in a nondiscriminatory way for admission to any technical college with the Technical College System of Georgia. GVTC acts as a
facilitator in assisting the colleges' Student Affairs divisions in processing the online student.
Getting Started With Your Online Class

In order to get the most out of the online class experience, a little planning will go a long way. It is important to make contact with the instructor as soon as possible by sending the instructor an email confirming registration for the online course(s). This establishes the intent to complete the online course.

Students, who decide to order textbooks as opposed to purchasing them on campus, order them from the bookstore at least two weeks before classes start. A student may order books by emailing the bookstore with a list of courses. Ogeechee Tech’s bookstore may be reached by phone at 912-871-1648, or by fax at 912-871-1615. A student may include a credit card number, or call and give the VISA/MC credit card number and payment information over the phone. Students should contact the bookstore for any questions on books. Books mailed will have a shipping and handling fee added. The ISBN for the text is included at each course’s site to allow a student to purchase books from other sources; however, all students are encouraged to use the OTC bookstore for their books and other supplies.

It is the student's responsibility to ensure that they have access to a computer that meets the minimum hardware/software requirements to participate in an online course. Those requirements are listed on the GVTC web site at http://www.gvtc.org/ComputerNeeds.html.

Finally, a transient student must request that his/her grades be transferred back at the end of the semester to the home college.

Over the next few pages, you will find information that will make your online learning experience a good one.

Student Online Course Orientation

To be eligible to register for online classes, students must meet the following criteria:
1. Hold a minimum cumulative grade point average of 2.0;
2. Be in good academic standing (students on probation or who are returning to college after having been academically dismissed are ineligible to take online classes);
3. Not need multiple learning support courses; and
4. Have no history of failing (F) or a withdrawal failing (WF) grades in the course they wish to take online.
5. Have completed and passed the student online course orientation.

All students who intend to register for online classes are required to complete and pass an online orientation prior to registering for classes. To access the student online
course orientation module, students must connect to the college website (www.ogeecheetech.edu) and select Current Students before selecting Student Online Course Orientation.

The final step in the student online course orientation process is an assessment. This assessment contains 20 questions that cover important aspects of student readiness to enroll in online courses. It also assesses their knowledge of ANGEL, the online course management software used by Ogeechee Technical College. Students must enter their student identification number, which is found on their student identification card, in order to take the assessment. Upon completing the assessment, students will receive a message indicating their score and instructing them to see their academic advisor.

A score of 80 or higher is required to pass the assessment. Students with a passing score will proceed with the advisement process and register for classes. Students with a score of less than 80 will be instructed to review the orientation materials and retake the assessment.

Students who are unsuccessful in passing the assessment and still desire to take online courses must attend the online orientation training session(s) offered each term by the GVTC Online Coordinator, John Locke. Upon successful completion of the training, the student must see their academic advisor to register for the online class.
Student Email Access

Every student at Ogeechee Tech has an email account. The student’s email account is a web-based email program that you can use to check your college email account from campus, home, or anywhere else that offers access to the Internet. As an online student, it is very important that you check your email on a daily basis. OTC’s email account is the main source of communication between you and your online instructor. Any emails that your instructor creates and sends to you will be sent to your email account. In addition, instructors may also choose to use the ANGEL email system. Be sure to check it regularly as well.

Find your e-mail address

1. Go to BANNER Web (link available under Current Students tab of OTC website)
2. Click “Enter OTC Banner Web”
3. Enter “User ID” This can be either your Student ID number or your social security number entered without dashes.
4. Enter “PIN” Your initial PIN is your date of birth (MMDDYY). If you have previously logged in, your PIN will be whatever you changed it to.
5. Click “Login” button
6. Click “Personal Information” menu link
7. Click “View E-mail Address (es)” link

Your Microsoft Live E-mail address will be listed as “Windows Live Student E-mail” and should be marked as preferred.

How to logon to your student e-mail account

1. To access your student e-mail account, go to the home page of the College website: http://www.ogeecheetech.edu
2. Hover your mouse on the tab at top of the website labeled: Current Students
3. Select the Student Email option or go to https://outlook.com
4. Know your Student Email address (see below to find your e-mail address)
5. Enter your entire e-mail address (ex: istudent@student.ogeecheetech.edu)
6. Enter your password (Your default password is your date of birth. (MMDDYY)
7. Click the Sign In button.
8. First time users will be asked to accept the “Terms of Use” and answer some set-up questions.
ANGEL

ANGEL is a web-based course management software used by faculty and students in colleges and universities. You will use ANGEL to locate all information for your online classes, take tests, check your grades on assignments, etc. To access your online course(s) in ANGEL, follow the steps listed below.

1. Via the Internet, type in the following website to login to Angel

   http://ogeecheetech.angellearning.com/default.asp

   OR

Go to the OTC website at www.ogeecheetech.edu and click on Current Students, and then click on ANGEL on the left side of the screen.

2. Type in your username and password in the following formats:

   Username: 44_(studentIDNumber)
   Password: 44_(studentIDNumber)

   Note: 44 represents the two-digit college extension for Ogeechee Tech. Also notice that an underscore is used between the extension number and Student ID.

   Student ID Number represents your OTC Student ID that begins with 9100. This is a nine-digit number. This should be on your Student ID card. If you do not know your Student ID number, contact the Registrar’s Office.

3. After you login to ANGEL using your username and password, you should come to an Ogeechee Tech homepage. You will always get this page when you log in. To get to your online course(s), look under the Course Nugget section, and then click on the course you want to enter.

   It is very important that you click around ANGEL and learn where everything is located (announcements, syllabus, lesson plan, assignments, assessments, etc.). Along with your email, check the announcements in ANGEL daily. Your instructor may frequently post important information in the announcement section of ANGEL. Additionally, check your ANGEL email, located within ANGEL, as some instructors may use this as a method of contact also.

   If you have any problems logging in or experience technical difficulties, contact the college’s GVTC Online Coordinator:

   John Locke
   (912) 688-6035
   jlocke@ogeecheetech.edu
BannerWeb

BannerWeb is where you should go for your final grades, registration, financial aid, and other important information. Follow the steps listed below to access BannerWeb:

From the OTC website, under “Current Students”:

1. Click BannerWeb.
2. Click Enter OTC BannerWeb.
3. Enter your user Identification Number (ID) and your Personal Identification Number (PIN). *If you do not know your generated ID, you may enter your social security number without dashes.*
   a. Your initial PIN number is your date of birth (April 13, 1972 is 041372). If you have logged in previously, your pin is whatever you changed it to. If you are unsure of your pin, please leave the pin field blank and click the forgot pin button to enter using your security question.
4. When finished, click Login.
Attendance for Online Courses

PROCEDURE CONCERNING ATTENDANCE

By enrolling in an online class at Ogeechee Technical College (OTC) you have made a commitment to OTC and yourself. Your commitment to OTC is to follow all OTC policies and procedures including attendance.

Attendance for online classes is a required element of the class just as it is with on campus classes. Attendance for traditional campus classes is measured by your physical presence, class participation, interactions with other students, and completion of work assignments. Online student attendance is measured in the same way with the exception that your physical presence may not be required. The attendance policies are listed in the college catalog/student handbook. If you do not have this publication, please contact the admissions office at (912) 688-6994, or click here to view and print the online college catalog/student handbook. Online students will follow the same policies listed in the college catalog/student handbook along with the following procedures:

OTC has a minimal requirement of three contacts each week. The three contacts should be made on separate days of the week. A contact is considered a meaningful communication between the student and the instructor. This could include participating in weekly discussion forums (i.e. Work Ethics and class discussions), submitting an assignment for grading, taking an assessment or an email correspondence. The instructor for each course may further define what represents an acceptable contact for his/her class on the course syllabus.

An absence occurs when three separate contacts are not made during a week. After two absences (two weeks in which 3 contacts on separate days are not made), you may be dropped from the course.

Please feel free to email or call your instructor if you have any questions about the attendance policy. Faculty and staff contact information can be found at www.ogeecheetech.edu/onlinestudents/onlinefaculty.asp
Student Policy

For a complete student policy guide, see the college’s student handbook on the school’s website at www.ogeecheetech.edu.

No Show Policy for GVTC Courses

Students are required to log into the ANGEL system and post their acknowledgement of OTC policies and procedures by the third day of the semester. Failure to do so will result in being dropped as a No Show.

Any no show student whose registration is voided and who seeks reinstatement must obtain approval from the class instructor (who will seek approval from Student Affairs if necessary).

Dropping GVTC Courses

A student may drop a course from an already existing schedule by contacting their advisor and the instructor before the class begins. Students may have to fax or mail a form with their signature. The instructor should be contacted immediately if students have any plans to make a change to their courses.

To drop the course after the course begins, a student must contact Student Affairs, letting a counselor know that the student wishes to drop the course. The counselor will then proceed by filling out and submitting the necessary paperwork. It is crucial that the student’s advisor and instructor be made aware immediately of any drop/adds. A student who drops a course may be due a refund (see Refund Policy in the OTC Catalog and Student Handbook).

Withdrawing from a GVTC Course

Through the end of the last day of the semester, a student may withdraw from a course.

To withdraw from a course, a student must contact his/her instructor, letting them know that the student wishes to withdraw from the course. The instructor will refer the student to Student Affairs personnel who will then proceed by filling out and submitting the necessary forms. OTC is not responsible for withdrawal e-mails received after 12:00 P.M. on the last day of class. The deadline is strictly enforced.

A student dropping a course on or after the first day of the semester, but by the midpoint date of the semester, will receive a grade of “W.” A student who drops the course after the midpoint date will be assigned a grade of “WP” (withdraw passing) or “WF” (withdraw failing). A student who withdraws from a course may be due a refund of tuition (see the Refund Policy in the OTC Catalog and Student Handbook).
Academic Dishonesty

Procedure for Academic Misconduct
The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. Student's program advisor will also be notified.

--Second Offense--
Student is given a grade of "WF" for the course in which offense occurs. Instructor submits name to Office for Student Affairs indicating a "WF" has been issued as a result of second offense. Student's program advisor will also be notified.

--Third Offense--
Student is given a grade of "WF" for the course in which the offense occurs. Instructor submits student's name to Office for Student Affairs indicating a "WF" has been issued and is student's third offense. Student Affairs would note it as third offense and schedule a judicial hearing following the guidelines in Article IV: Judicial Policies in the OTC Catalog and Student Handbook.
Work Ethics Orientation

PROCEDURE CONCERNING WORK ETHICS ORIENTATION

Student Orientation Session

Objectives:

• Define work ethics and discuss their importance in the workplace
• Demonstrate understanding of the connection between employment and good work ethics
• Understand the grading and reporting procedures of work ethics in the online environment

What are Work Ethics?

Ethics is 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 workplace.

Each online course will have a section or folder dedicated to the ten work ethics topics where we will discuss the ten traits. Typically, the instructor will require the work ethics assignments to be posted to the appropriate discussion forum.

One goal of Ogeechee Technical College is to provide the necessary skills for you to be successful employees in your chosen career. To be successful in that career, you must possess both strong occupational skills and good work habits. We are committed to incorporating these good work habits into every facet of your education. The following are ten areas of work ethic traits and performance standards you will be presented and expected to exhibit in classroom, labs, and in online classes.

1. **Attendance (Punctuality):** Completes assignments on time; takes exams at scheduled times; completes exams within scheduled time limits.

2. **Character:** Displays academic integrity, trustworthiness, dependability, reliability, initiative, self-discipline, and responsibility.

3. **Teamwork:** Respects rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; demonstrates mannerly behavior in interactions with students and instructors.

4. **Appearance (Netiquette):** Follows netiquette rules; respectful of others in written and oral communications.

5. **Attitude (Critical Thinking):** Demonstrates problem-solving skills, ability to reason, able to troubleshoot; uses technical support systems appropriately.
6. **Productivity:** Completes all online and off-line requirements for the course in a timely manner; follows directions and procedures; accesses online course materials regularly.

7. **Organization Skills:** Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.

8. **Communication:** Contacts instructor to report problems; ask appropriate questions related to assignments; interacts with instructor and other students in discussion board.

9. **Cooperation:** Displays leadership skills; appropriately handles criticism, conflicts and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows the chain of command.

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

**Why are work ethics important to employers?**

Research shows that almost all business and industries value strong work ethics over experience or level of training among their new employees. Many businesses and industries agree that good, quality-driven services and products go hand-in-hand with employees who possess strong work ethics. Employers need and expect employees to possess certain personal characteristics that promote harmony, effectiveness, and productivity within the organization. Such behaviors as punctuality, initiative, integrity, honesty, and productivity are considered positive work ethics.

Technical education values its relationship with businesses and industry; they are our customers. We listen and respond to their needs, and today their need is not solely skills training. It is work ethics training, and business and industry are looking at technical colleges for help. Adhering to our mission, we are obligated to make a difference in the work habits of the students who enroll and graduate from Ogeechee Technical College. Your ability to focus on and adopt good work ethics will tremendously improve your chances for employment.

**How are work ethics evaluated?**

In evaluating your work ethics, your instructor will use a rating scale based upon a definition of the expected behavior of a good employee. Points are assigned to evaluate each of the ten work ethics traits as follows:

- Exceeds Expectations = 3 points
- Meets Expectations = 2 points
- Needs Improvement = 1 point
- Unacceptable = 0 points
Keep this point in mind; your work ethics evaluation is assumed to be “Meets Expectations” at the beginning of each semester. Therefore, if you were to be formally graded on the first day of class using the Work Ethics Evaluation Form, you would receive two (2) points for each of the ten (10) traits for a total of 20 points. As you interact daily with your instructor and/or other students in the classroom or lab, your instructor may observe behaviors which vary from those of a good employee. Your instructor documents the positive or negative behavior at this point using the Work Ethics Evaluation Exception Form.

You will receive work ethics feedback two times during the semester unless you have displayed poor work ethics or exceptional work ethics in which you will receive immediate feedback via the Work Ethics Evaluation Exception Form. At Mid-Semester (end of eighth week), you will receive your feedback; take advantage of this feedback from your instructor and make suggested improvement or recommended corrective actions. Unless an Exception Form has been completed for a variance, your next formal report will be at the end of the semester. A copy of the Work Ethics Evaluation Form will be provided to you at mid-term and at the end of each semester, and the original will be placed in your personal file.

Please take a moment to review the Work Ethics Evaluation Form on page 18 of this manual. Feel free to email or call your instructor if you have any questions about Work Ethics.
Instructor Response
PROCEDURE CONCERNING INSTRUCTOR RESPONSE TIME

The instructor will respond to all email and phone messages within 24 hours. We realize that when you have a question you may not be able to continue in your class work until that question is answered. Email is the best method to contact your instructor. Instructors will reply to all emails, including ANGEL and OTC, by the following business day. Additionally, online instructors are required to check email at least once over the weekend and daily if tests or assignments are scheduled during this timeframe. Students can refer to the staff information section of Angel, which provides online students with times and dates they can expect their instructor to be available for personal contact (phone calls or on campus visits.).

Please review the Staff Information folder under the Lessons tab of your class. This section provides you with the times and dates that you can expect your instructor to be available for personal contact (phone calls or on campus visits).

If you have not received a reply from your instructor within 24 hours after submittal, contact Dean John Groover for Business, Industrial, Natural Resources, and Human Services, Dean Teresa Allen for Health and Public Safety, Dean Bill Barton for Distance Education and General Education, or John Locke, GVTC Online Coordinator.
Important Links and Contacts

CONTACT INFORMATION

Important Contacts:

Mr. John Locke, GVTC Online Coordinator (912) 688-6035
Ogeechee Technical College Financial Aid (912) 871-1624
Ogeechee Technical College Bookstore (912) 871-1648
Ogeechee Technical College Registrar (912) 486-7865

Important Links:

www.ogeecheetech.edu
Ogeechee Technical College Home Page
This is our college homepage. If you have any questions, start at the homepage and look at the list of contacts in the Faculty and Staff Directory.

http://www.ogeecheetech.edu/future-students/cataloghandbook
Ogeechee Technical College Catalog

http://www.gvtc.org
Georgia Virtual Technical Connection

http://www.gvtc.org/GVTC/General/Courses.aspx
Go to this link to find all the online courses.

http://www.gsfc.org
Georgia Student Finance Commission

http://www.fafsa.ed.gov
Federal Financial Aid Application (Pell)
OTC Policies and Procedures

1. Read and print a copy of the Work Ethics Evaluation Form (see page 19 of this manual). Your instructor will use this form to evaluate your work ethics at mid-term and at the end of the semester.

2. Your final work ethics grade will appear on your end of the semester grade report and school transcript.

3. Read all policies and procedures listed on page 18 of this manual. When you have read and understand each of these policies, follow your online instructor’s directions for issuing a statement of acknowledgement. Most instructors ask that you post your statement of acknowledgement in the discussion forums of each online class in which you are enrolled.
List of Policies and Procedures

By issuing a statement of acknowledgement, you agree that you are responsible for all policies and procedures listed on this page and in the OTC Catalog and Student Handbook located at www.ogeecheetech.edu. Click the Catalog & Handbook link to access the catalog/handbook to review these policies and procedures.

- Student Affairs Information
- Attendance Policy
- Academic Dishonesty Policy
- Work Ethics Orientation
- Instructor Response Time
- Withdrawal Procedures
- Weapons Policy
- Dress Code
- Drug-Free Campus Policy
- Tobacco Use
- Academic Misconduct
- Non-Academic Misconduct
# WORK ETHICS EVALUATION FORM

**STUDENT NAME** ___________________________ **ID#** ___________________________ **QUARTER** ___________________________

**COURSE TITLE** ___________________________ **CRN#** ___________________________ **INSTRUCTOR** ___________________________

## Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 – 24-30</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>2 – 20-23</td>
<td>Meets Expectations</td>
</tr>
<tr>
<td>1 – 17-19</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>0 – 0-16</td>
<td>Unacceptable</td>
</tr>
</tbody>
</table>

## Work Ethics Trait

<table>
<thead>
<tr>
<th>Trait</th>
<th>Point Score</th>
<th>Mid-Quarter</th>
<th>End-of-Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance: Attends class, arrives / leaves on time; notifies instructor in advance of planned absences.</td>
<td>3 2 1 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually, participates.</td>
<td>2 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>2 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.</td>
<td>2 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>2 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.</td>
<td>2 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication: Displays appropriate nonverbal (eye contact, body language) or oral (listening, telephone etiquette, grammar) skills.</td>
<td>2 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.</td>
<td>2 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Esteem: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.</td>
<td>2 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appearance: Displays appropriate dress, grooming, hygiene, and etiquette.</td>
<td>2 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## TOTAL SCORE

**Mid-Quarter Grade:** ___________________________ **Final Grade:** ___________________________

**STUDENT’S GRADE**

## Explanation of Work Ethics Grades

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

**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.

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

**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.

## MIDTERM

**Instructor Signature:** ___________________________ **Date:** ___________________________

**Student Signature:** ___________________________ **Date:** ___________________________

## FINAL

**Instructor Signature:** ___________________________ **Date:** ___________________________

**Student Signature:** ___________________________ **Date:** ___________________________
Student Affairs Information

The Office for Student Affairs is excited you are seeking to enhance your life with education through Ogeechee Technical College, and we are committed to assist you any way we can. Provided here is resource and contact information to enhance your experience as an online learner.

Academic Assistance

Georgia Virtual Technical Connection (GVTC) has excellent information on their website. The site includes assistance areas including library resources, course orientation, tutorials and support information.

The Ogeechee Technical College library is an excellent resource: www.ogeecheetech.edu/library/library.asp

Career Services

The Career Services Office provides a variety of resources and personal assistance to graduates seeking employment. Services include job search assistance, resume writing and interview preparation. All resources may be accessed by contacting the Career Services Office at (912) 871-1620 or by email lbowen@ogeecheetech.edu.

Additional job opportunities and career planning tools may be accessed through one of the following links:

America’s Job Bank: www.ajb.dni.us

Georgia One Stop: www.g1career.net.com

Career Builder: www.careerbuilder.com

Job Web: www.jobweb.com

GA Department of Corrections: www.docor.state.ga.us

Monster Board: www.monster.com

Student Activities

The Student Activities website has contact information for clubs and a calendar of activities:  [www.ogeecheetech.edu/currentstudents/studentactivities.asp](http://www.ogeecheetech.edu/currentstudents/studentactivities.asp)

Disabilities and Student Support Program

Ogeechee Tech has a variety of special support services programs designed to ease the transition into higher education and maximize the potential for student success. Our Disabilities and Student Support Program will assist with reasonable accommodations to qualified students with disabilities and provide students with tutoring assistance. All special support services provided by OTC can be found at: [http://www.ogeecheetech.edu/current_students/disability_services.html](http://www.ogeecheetech.edu/current_students/disability_services.html)

Admissions

Questions regarding admission status, changing your program, or transcripts? For admissions questions, contact the Admissions Office at 912.688.6994 or by email at enrollmentservices@ogeecheetech.edu.

Registrar

Our Registrar’s Office can assist you with BannerWeb questions, having a transcript sent to another school, your grades, and GPA. Students can contact the Registrar’s Office by calling 912.486.7221 or sending an email to enrollmentservices@ogeecheetech.edu.

Financial Aid

If you have questions about your financial aid, contact the Financial Aid Office at 912.486.7402 or email fa@ogeecheetech.edu.

Other Questions?

If you have any problem or are in need of assistance not listed above, contact the Director for Admissions, Laura Saunders, at lsaunders@ogeecheetech.edu or 912.871.1600.