

# PROCEDURE:

## 5.1.2p3. Work Ethics in the Curriculum

*Revised: September 18, 2013; September 17, 2014; September 21, 2016; August 16, 2017; August 15, 2018; August 21, 2019*  
*Last Reviewed: September 18, 2013; September 17, 2014; September 16, 2015; September 21, 2016; August 16, 2017; August 15, 2018; August 21, 2019; August 19, 2020; August 17, 2021; August 17, 2022*  
*Adopted: September 19, 2012*

### I. PURPOSE

All courses at Ogeechee Technical College will positively reinforce the work ethics traits through discussion, modeling of behavior, and other assignments; however, work ethics grades will be assigned in program capstone courses only.

### II. RELATED AUTHORITY

State Board Policy 5.1.2. General Program and Program Specific Standards

### III. APPLICABILITY

This procedure applies to all students enrolled in a credit program at Ogeechee Technical College.

### IV. DEFINITIONS

Appearance: Displays appropriate dress, grooming, and hygiene.

Attendance: Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.

Attitude: Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.

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

Communication: Displays appropriate nonverbal, verbal, and written skills.

Cooperation: Handles criticism, conflicts, and complaints appropriately; works well with others.

Organizational Skills: Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.

Productivity: Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities.

Respect: Tolerates other points of view; acknowledges and appreciates rights of others; has regard for diversity.

Teamwork: Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.

## V. **ATTACHMENTS**

Work Ethics Evaluation Rubric

## VI. **PROCEDURE**

All courses at Ogeechee Technical College will positively reinforce the work ethics traits through discussion, modeling of behavior, and other assignments; however, formal grading on work ethics will take place in program capstone courses only.

The work ethics traits will be introduced in a designated entry-level course in each program. The instructor for the course will introduce the traits in a method that suits the design of the course and program.

Transfer students who enter a program past the introductory course will be informed of the work ethics traits by the program advisor.

Program instructors will continue to incorporate the work ethics traits informally throughout the program courses.

The work ethics traits will be emphasized formally again in a designated capstone course for the program. Instruction containing program-specific characteristics of the traits will be included for this course. A written evaluation by the instructor of the student's behavior demonstrating work ethics traits will be completed and discussed with the student. A work ethics grade of Pass (2) or Fail (0) will be assigned in addition to the course grade for this capstone course and will appear on the student's transcript.

The official transcript for the College will include the following statement:

*One of Ogeechee Technical College's core values is work ethics. Instruction and assessment on work ethics traits are included in every program of study. These traits include appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.*

*All courses at Ogeechee Technical College will positively reinforce the work ethics traits through discussion, modeling of behavior, and other assignments; however, formal grading on work ethics will be done in program capstone courses only. The work ethics traits will be introduced in a designated entry level course in each program. Program instructors will continue to incorporate the work ethics traits informally throughout the program courses. The work ethics traits will be emphasized formally again in a designated capstone course for the program. A work*

*ethics grade of Pass (2) or Fail (0) will be assigned in addition to the course grade for this capstone course and will appear on the student's transcript.*

The following statement will appear in each syllabus:

*The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. As a student in this Ogeechee Technical College course, you will be expected to adhere to the highest standards of these 10 character traits in your behavior as well as your coursework.*

## **VII. RECORD RETENTION**

Faculty will maintain records of the following:

- Applicable comments on the student's performance of their work ethics during the program should be entered in Degree Works.
- Work Ethics Evaluation Rubric.