

WORK ETHICS EVALUATION FORM

STUDENT NAME _____ ID# _____ QUARTER _____

COURSE TITLE _____ CRN _____ INSTRUCTOR _____

| Grading Scale | Mid-Quarter | | | | End-of-Quarter | | | |
|---|---------------------------|--------------------|-------------------|--------------|----------------------|--------------------|-------------------|--------------|
| | Exceeds Expectations | Meets Expectations | Needs Improvement | Unacceptable | Exceeds Expectations | Meets Expectations | Needs Improvement | Unacceptable |
| 3 - 24-30 Exceeds Expectations | | | | | | | | |
| 2 - 20-23 Meets Expectations | | | | | | | | |
| 1 - 17-19 Needs Improvement | | | | | | | | |
| 0 - 0-16 Unacceptable | | | | | | | | |
| Work Ethics Trait | Point Score | | | | Point Score | | | |
| | 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 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. | | | | | | | | |
| 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; 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. | | | | | | | | |
| SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL SCORE | [] | | | | [] | | | |
| <u>STUDENT'S GRADE</u> | MID-QUARTER GRADE: | | | | FINAL 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. |

