

SRTC Procedure: Work Ethics

Southern Regional Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success and are listed in the table below. The definitions for these traits have been integrated into the program standards of each program curriculum thereby allowing each program to make work ethics a relevant and meaningful part of the program curriculum. The traits are assessed before the student graduates from the program.

Work Ethics Traits

TRAIT	DEFINITION
Appearance	Displays appropriate dress, grooming, and hygiene.
Attendance	Attends class; arrives/leaves on time; notifies faculty 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.

Guidelines:

The Work Ethics traits will not be formally addressed in General Education or other core courses.

The Work Ethics traits will be introduced in a designated entry level course in each program. Students will be told how and when they will be assessed. Modules of instruction will be included on a Learning Management System for that course. Faculty for the course can proceed with instruction of traits in a method that suits the design of the course.

Program Faculty will continue to incorporate the traits informally throughout the program courses.

The Work Ethics traits will be emphasized formally again in a designated capstone course for the program. Modules of instruction will be delivered through a Learning Management System. Students who have not completed the Work Ethics modules will be considered ineligible for graduation.

A Learning Outcome related to Work Ethics will be written for each program.

Students will not receive a separate Work Ethics grade for any course.

Documentation

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

An emphasis, instruction and assessment on Work Ethics Traits are included in every program of study in an introduction course and a capstone course. These traits include appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.

The following statement will appear in every course 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. To ensure that all graduates have successfully completed the necessary Work Ethics coursework, students are required to complete the Work Ethics course assignments in Blackboard prior to graduation. The Work Ethics coursework will be offered in conjunction with the entry level occupational course and a capstone occupational course appropriate for their program and must be completed in order to graduate. For more information, please see the Distance Education Director or your Advisor.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Reference:

[SBTCSG Policy 6.2.1: Admissions](#)

[TCSG Procedure 6.2.1p: Admissions Requirements](#)

[SRTC Process: Work Ethics](#)

Adopted: 10-20-14
Implemented: 07-01-15
Revised: 10-15-15
Revised: 08-23-16