

SRTC Process: Work Ethics

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, the following process has been developed.

Work Ethics Coursework

Academic Affairs, with the assistance of the Director of Distance Education, will develop a Work Ethics curriculum consisting of two courses each containing ten modules, each module focusing on a specific work ethic trait. These modules will be designed to be used with the Online Content Management System utilized by Distance Education. This curriculum will be designed as a self-paced instructional course. Modules will be designed sequentially with a minimum passing score required to advance to the next module. Modules will be designed to allow students unlimited attempts. Students will be informed that the Work Ethics coursework is a requirement and must be completed prior to graduation.

Faculty will continue to incorporate the work ethics traits informally throughout their coursework.

Academic Affairs, with the assistance of the Director of Distance Education and the Faculty Senate Chair, will review the Work Ethics curriculum every five years and make any improvements that are deemed necessary through data review.

Work Ethics Delivery

The Work Ethics Coursework will be made available to all students each semester through an introductory non-credit, no cost course and a capstone non-credit, no cost course. This course will have no effect on credit coursework or the student's G.P.A. or financial aid.

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.

Students will be informed of the Work Ethics coursework requirement for graduation through course syllabi, the website, catalog, and New Student Orientation.

The Registrar will be responsible for ensuring that all students receiving an award from Southern Regional Technical College have successfully completed the Work Ethics coursework (Introductory and Capstone Courses).

Documentation

The Registrar shall be responsible for ensuring that all official transcripts shall 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.

Faculty shall be responsible for ensuring that all course syllabi shall include the following statement:

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 prior to graduation. The Work Ethics coursework will be offered in conjunction with an 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 Director of Distance Education or Program Advisor.

Responsibility

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

Reference:

[SBTCSG Policy 6.2.1: Admissions](#)

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

[SRTC Procedure: Work Ethics](#)

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