

WORK ETHICS EVALUATION FORM

STUDENT NAME _____ SS# _____ 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): Attends class; arrives/leaves on time; notifies instructor in advance of planned absences; completes assignments on time; takes exams at scheduled times; completes exams within scheduled time limits.		2				2				
Character: Displays loyalty; honesty; trustworthiness; dependability; reliability; initiative; self-discipline; self-responsibility; academic integrity; and responsibility.		2				2				
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. Respects rights of others; demonstrates mannerly behavior in interactions with students and instructor.		2				2				
Appearance: (Netiquette): Displays appropriate dress; grooming; hygiene; and etiquette; follows netiquette rules; respectful of others in written and oral communication.		2				2				
Attitude: (Critical Thinking): Demonstrates a positive attitude; appears self-confident; has realistic expectations of self; demonstrates problem-solving skills; ability to reason; able to troubleshoot; uses technical support systems appropriately.		2				2				
Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates; completes all online and off-line requirements for the course in a timely manner; accesses online course materials regularly.		2				2				
Organizational Skills: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.		2				2				
Communication: Displays appropriate nonverbal (eye contact; body language) and oral (listening; telephone etiquette; grammar) skills; contacts instructor to report problems; asks appropriate questions related to assignments; interacts with instructor and other students in discussion board.		2				2				
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.		2				2				
Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind in person or in written and oral communication.		2				2				
SUBTOTAL	0	20	0	0	0	20	0	0		
TOTAL SCORE					20					20
	MID-QUARTER GRADE:				FINAL GRADE:					
STUDENT'S GRADE	2 (Meets Expectations)				2 (Meets Expectations)					

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.