**WORK PHILOSOPHY**

**General Information**

Oct

**Option 2**

**DIRECTIONS**: Create a PowerPoint presentation presenting ideas involving responsibility, expectations, attitude, and work ethics important for an outstanding employee. This assignment should be a minimum of 10 slides in length. Include an introduction slide as well as a summary slide at the end. Also, include a reference slide detailing the sources you used for your information. Also include information about how your personal characteristics compare to those of an outstanding employee. You must complete the self-assessment portion of the rubric, copy and paste into the final slide of your PowerPoint before submitting, or your assignment will not be graded.

**POWERPOINT:** Follow all steps below when completing the PowerPoint presentation.

1. Use the Template provided in the Learning Module

2. Change the Design of the PowerPoint to something of your choosing. (Make sure it looks professional. No pictures for backgrounds)

3. Complete the PowerPoint by researching and entering your information in place of the RED text throughout the presentation. You are required to have at least 3 references.

5. Follow the 7X7 Rule (7 bullets per slide, 7 words per bullet). Do not write paragraphs or complete sentences with the exception of your introductory and summary slides.

4. Add pictures throughout the presentation which are relevant to the content (at least 5).

5. Complete the Self-Assessment portion of the rubric (attached). Copy and paste as your last slide within your PowerPoint.

5. Save your PowerPoint with the file name: lastnamefirstinitial\_ProfessionalismWBL (Example: millerm\_ProfessionalismWBL).

6. Submit the assignment to the proper folder on Canvas

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| **Student:** | | | | |
| **WORK PHILOSOPHY**  **Rubric – PowerPoint**  ***\**Turn In With Your Assignment*\**** | | | | |
| **Criteria** | **Points Possible** | | **Student Assessment** | **Points Earned** |
| **Professionalism, Responsibilities, & Expectations:** all information is included, explained clearly, and logically organized | 15 | |  |  |
| **Attitude:** all information is included, explained clearly, and logically organized | 15 | |  |  |
| **Work Ethics:** all information is included, explained clearly, and logically organized | 15 | |  |  |
| **Teamwork & Respect for Diversity:** all information is included, explained clearly, and logically organized | 15 | |  |  |
| **Time Management:** all information is included, explained clearly, and logically organized | 15 | |  |  |
| Professional Design and Layout, At least 5 relevant pictures included, at least 3 references used and included | 10 | |  |  |
| Spelling, Grammar, 7X7 Rule | 5 | |  |  |
| Minimum of 10 slides, includes introduction and summary slides | 10 | |  |  |
|  | **100** | |  |  |
| COMMENTS: | |  | | |