Student Name

North Paulding High School

Work-Based Learning

October 2016

Work Philosophy

Introduction:

**\*\*\*MAKE SURE TO REPLACE OR DELETE ALL RED TEXT THROUGHOUT THIS DOCUMENT WITH YOUR OWN THOUGHTS/TEXT/TYPING\*\*\***

Write an introduction paragraph here to introduce what you have learned from completing this assignment about professionalism. This may be easier to write once you have completed all other sections of the assignment.

Professionalism, Responsibilities, & Expectations:

 Define professionalism in a sentence or two. Describe your responsibilities at your current job, and the expectations your boss or supervisor has of you. Describe how you meet these expectations and what happens if your boss or supervisor’s expectations are not met. This section should include 1-2 well written paragraphs.

Attitude:

 Describe your attitude. Has it changed since you have been working? What is the importance of a good attitude at work? How can it help you be successful? How does body language express your attitude in a positive or in a negative way? This section should include 1 well written paragraph.

Work Ethics:

 Define ethics in a complete sentence. Define integrity in a complete sentence. Define accountability in a complete sentence. Describe a few examples of good ethical practice related to honesty, integrity, and accountability. This section should include 1-2 well written paragraphs.

Team Work & Respect for Diversity:

 Explain how teamwork is used at your workplace. Do you believe you are an asset in a team situation and why? Explain what respect for diversity in the work place is. Explain why respect for diversity in the work place is important. Why is being able to work with a diverse group of people important? Give some examples of respect for diversity in the work place. This section should include 1-2 well written paragraphs.

Time Management & Work Habits:

 What are good work habits at your job? Explain any poor work habits you have witnessed at your job? How do poor work habits affect the morale at your job? Define time management. Define punctuality. Discuss the importance of time management in the work place. This section should include 1-2 well written paragraphs.

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| **Student:** Oct |
| **WORK PHILOSOPHY****Rubric – Paper*****\**Turn In With Your Assignment*\**** |
| **Criteria** | **Points Possible** | **Student Assessment** | **Points Earned** |
| **Professionalism, Responsibilities, & Expectations:** all information is included, explained clearly, and logically organized  | 10 |  |  |
| **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 & Work Habits:** all information is included, explained clearly, and logically organized | 15 |  |  |
| MLA formatting was used including proper heading, title, and double spaced. 12 point, Times New Roman was used. | 10 |  |  |
| Spelling & Grammar | 10 |  |  |
| Minimum of 2 pages, includes introduction and conclusion paragraphs | 10 |  |  |
|  | **100** |  |  |
| COMMENTS: |  |