

Work Ethic Certification: Program Overview

Southwest Indiana will award a Work Ethic Certificate to eligible high school students who have met the established criteria. The certificate will serve as validation to employers that those students possessing this credential have successfully displayed strong work habits that will foster success in higher education and the workplace. One of the fundamental goals of Southwest Indiana is to produce an emerging workforce that has the 21st Century skills needed to face the challenges of a global marketplace.

Participation

Participation among students is left to the discretion of individual schools.

Students declare their intention to participate by signing a *Student Intent to Participate* form. Participants who meet the established criteria will be recognized at the end of the school year. The Work Ethic Certificate will be awarded to each successful student.

Criteria

The nine criteria have been established by employers and educators to determine eligibility for the Work Ethic Certificate. These criteria are based upon attendance, unexcused absence, tardiness, discipline, community service, organization, punctuality, respectfulness, and teamwork. Four of the criteria will require an evaluator's signature to serve as evidence that the student displays those qualities on a consistent basis.

What Should Students Do?

Students should:

- Keep the standards in mind at all times
- Complete the minimum 6 hours of community service
- Ensure they arrive at school and classes on time
- Make every effort to attend school and classes everyday
- Be respectful and cooperative to students, teachers, and administrators
- Do your best when completing assignments

Benefits to Students

- Be recognized with a Work Ethic Certificate signed by the Grow Southwest Indiana Workforce Investment Board
- Become aware of work ethic components
- Have an opportunity to model the work ethic components
- Develop a sense of awareness of the importance of being prepared for the demands of the 21st Century workforce and higher education
- Utilize the certificate to their advantage on resumes, college applications and at job interviews

Why Work Ethic?

- ▶ Employers have indicated that Work Ethic Skills is one of the top characteristics needed in employees
- ▶ One of the fundamental goals of Grow Southwest Indiana Workforce Investment Board is to produce an emerging workforce that has the 21st Century skills needed to face the challenges of a global marketplace.

What is the Work Ethic Certificate?

- ▶ A filter for employers when hiring or selecting candidates
- ▶ A common identifiable metric of work habits
- ▶ A credential demonstrating knowledge of skills, abilities and commitment to work
- ▶ Development of needed behavioral characteristics in emerging workforce

What is the criteria for students?

Criteria and basic guidelines were determined by the Department of Workforce Development, Department of Education, and Grow Southwest Indiana Workforce Investment Board. Each student is scored by three teachers, plus one other adult, such as an internship coordinator, employer, community service supervisor or coach. Each student is scored in the following areas:

- ▶ **Attendance** and **Discipline**: Student meets all required policies as set by the school in attendance and discipline. Must show on-time consistencies as well as self-discipline and self-responsibility.
- ▶ **Punctuality**: Student completes classroom assignments on time
- ▶ **Organization**: Student displays strong personal time management and flexibility skills
- ▶ **Respectfulness**: Student respects the rights of others and demonstrates it to teachers and administrators
- ▶ **Teamwork**: Student displays team/group cooperation with other students, teachers, and administrators
- ▶ **Community Service**: Student demonstrates the above criteria through community service activities

Who is eligible to earn a Work Ethic Certificate?

- ▶ High school students who have met the established criteria

How can employers support the Work Ethic Program?

- ▶ Give priority in interviewing to youth with the Work Ethic Certificate
- ▶ Partner with schools who have implemented the Work Ethic Program and participate in activities such as tours, job shadowing, internships, speaking engagements, and ceremony to award the certificate
- ▶ Promote the program among peers and community through work related events

Work Ethic Certification: Teacher Identification List

Student Name _____

Instructions: Please list 3 teachers and one alternate who will rate you for the Work Ethic Certification standards as listed below:

Organization
Punctuality
Respectfulness
Teamwork

Teacher #1 _____

Teacher #2 _____

Teacher #3 _____

Alternate #4 _____

Submit this list to your designated school liaison by the end of the day on



Work Ethic Certification: Student Intent to Participate Form

Instructions: Please read the following statement, complete this form and return to your **Designated School Liaison**.

I have received, read and understand the standards and requirements for the Work Ethic Certification Program. I fully understand the guidelines for the successful completion all established criteria necessary for awarding of the certificate.

Student Name: _____
(Please Print) First M.I. Last

Address City State Zip Code

School

By signing, I verify that I am a high school student, and I am eligible to apply for participation in the Work Ethic Certification program. In addition, I have discussed the program with my parent/guardian and he or she fully supports my participation.

Signature: _____

Parent Name: _____

Date: _____

I have selected the following three teachers and one mentor to evaluate my progress in the program:

Name

Name

Name

Name

Work Ethic Certification: Student Evaluation Form

First Name:		Last Name:		Grade:			
School District:			School Name:				
Gender:							
Standards							
Academic: Student has a 2.0 GPA (cumulative, grades 9-12) and meet all graduation requirements							
Attendance: Student attends school and class on a consistent basis and notifies the school in advance of planned absences -Student has maintained an attendance rate of 98% during school							
Absence: Student provides an absence excuse for each day missed from school during the current school year -Student has no more than three unexcused absences							
Tardy: Student comes to school every day on time during the current school year -Student has no more than four unexcused times tardy							
Discipline: Student displays self-discipline and self-responsibility -Student has no more than 1 discipline referral during the school year							
Community Service: Through community service, the student is able to apply Work Ethic standards demonstrated in academia to the real world. All community service hours must be completed during the current school year -Student completes the minimum 6 hours of community service (attach form)							
The following standards require responses from 3 teachers and another individual such as a coach, counselor, or administrator (attach form)				Teacher #1	Teacher #2	Teacher #3	Evaluator #4
Organization: Displays strong personal and time management skills and flexibility. Requires signatures from four evaluators -student does demonstrate strong organizational skills -student does not demonstrate strong organizational skills							
Punctuality: Student is punctual in the completion of classroom assignments. Requires signatures from four evaluators -student does demonstrate punctuality -student does not demonstrate punctuality							
Respectfulness: Respects the rights of others and demonstrates it to fellow students, teachers and administrators. Requires signatures from four evaluators -student does demonstrate respect -student does not demonstrate respect							
Teamwork: Displays team/group cooperation with fellow students, teachers and administrators. Requires signatures from four evaluators -student does cooperate within a team -student does not cooperate within a team							

Work Ethic Certification Community Service Documentation

Student Name _____ Name of School _____

Instructions: Please list the project and hours completed.
Have the project supervisor sign and date per the Work Ethic Certification standard.
Community service is defined as volunteering to help others through a school or community project.
Volunteering involves performing the service without pay.

Project	Hours	Date(s) of Service	Project Supervisor	Supervisor Phone #

Submit this form to the guidance office by the end of the day on _____

Student Signature _____