



Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 1/01/02
Division: Academic Affairs		Reviewed: 6/2005, 4/2011, 6/2011, 4/2018, 4/2019, 12/2020 Revised:

5.1.16 GT Work Ethics Policy

Nationally, as well as in Georgia, employers have expressed concerns about work ethics as one of their top issues. The U.S. Department of Labor estimates that 80 percent of workers who lose their jobs do so not because of the lack of occupational skills, but because of poor work ethics. In response, the Technical College System of Georgia requires that technical education include an evaluation of occupational skills and work ethics. The ten work ethics are identified and listed below:

1. **Attendance:** the student attends class, arrives/leaves on time, notifies instructor in advance of planned absences, and makes up assignments punctually.
2. **Character:** the student displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
3. **Teamwork:** the student respects the rights of others, is a team worker, is cooperative, is assertive, displays a customer service attitude, seeks opportunities for continuous learning, and displays mannerly behavior.
4. **Appearance:** the student displays appropriate dress, grooming, hygiene, and etiquette.
5. **Attitude:** the student demonstrates a positive attitude, appears self-confident, and has realistic expectation of self.
6. **Productivity:** the student follows safety practices, conserves materials, keeps work area neat and clean, and follows directions/procedures.
7. **Organizational skills:** the student manifests skills in personal management, time management, prioritizing, flexibility, stress management, and dealing with change.
8. **Communication:** the student displays appropriate verbal and nonverbal skills.
9. **Cooperation:** the student displays leadership skills, appropriately handles criticism and complaints, demonstrates problem-solving capability, maintains appropriate relationships with supervisors and peers, and follows chain of command.
10. **Respect:** the student deals appropriately with cultural/racial diversity, and does not engage in any harassment of any kind.

Gwinnett Technical College instructs and evaluates students on work ethics in all technical programs of study. An online work ethics unit is included in an entry-level course in each program of study to equip students with knowledge and skills that are essential to workplace success. Grade(s) from the work ethics unit are factored into the student's final course grade.

Work Ethics Procedure

Work Ethics Coursework:

Students at Gwinnett Technical College will complete an online work ethics program while taking an entry-level course designated in each one of the College's technical programs. The work ethics unit provides instruction on all ten work ethic traits and can be accessed via the College's learning management system. The program, which is designed to be completed over the course of a week, includes instructional materials, activities, and an end-of-unit assessment. Students will not receive a separate work ethics grade for any course. Instead, grades from the work ethics unit will be factored into students' overall course grades. Faculty are responsible for ensuring that all course syllabi include the work ethics policy.

Work Ethics Delivery:

At New Student Orientation, students will be informed of the importance of positive work ethics, that the work ethics instructional unit will be required in one of their entry-level technical courses, and that grades from the work ethics unit will be calculated as part of the final course grade. Gwinnett Tech will also provide this information to students through the Course Catalog and Student Handbook, web site, and advising sessions. In addition to embedding the work ethics unit into course curricula, faculty will continue to stress the importance of positive work ethics informally in class as well as formally through the College's student learning outcomes program. The vice president of academic affairs, with the assistance of the Office of Institutional Research and Effectiveness, will review the work ethics policy, curriculum, and associated data at least every five years and make improvements as deemed necessary.

Transcript Documentation:

The Registrar will add the following statement to the College's transcripts:

Gwinnett Technical College instructs and evaluates students on work ethic traits in all programs of study. These traits include appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. The work ethics program is included in an entry-level course in each program of study to equip students with knowledge and skills that are essential to workplace success.