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WORK ETHIC AT RANKEN

Along with technical and general education, work ethic is a core component on which Ranken Technical College was founded. Industry leaders have come to expect the best from Ranken graduates. In preparation for meeting such expectations, you must not only demonstrate academic and technical excellence but must also demonstrate reliable work ethic traits during your time at Ranken.

Each semester, you are assigned a work ethic grade by your technical instructor(s). General education instructors and administrators also make recommendations for this assessment. The work ethic outcomes mimic similar assessments that take place in business and industry:

- Exceeds Expectations (EXE)
- Meets Expectations (MEE)
- Needs Improvement (NIM)
- Does Not Meet Expectations (DNM)

You are expected to:

- Adhere to the Ranken appearance and dress codes
- Follow safety regulations
- Attend classes consistently and on-time
- Be respectful to faculty and staff members as well as to peers
- Follow classroom instructions and policies

Details of Ranken's work ethic expectations and policies may be found in the Ranken Student Handbook, and a detailed Work Ethic Rubric may be found on the reverse side of this document.

For help interpreting any policies or procedures, consult your instructors, or visit the Student Success Center.

CORE WORK ETHIC TRAITS		EXE	MEE	NIM	DNM
		actions which demonstrate standards are INTRINSIC	actions which demonstrate ACCEPTANCE of standards	actions which demonstrate INCONSISTENCY in adhering to standards	actions which demonstrate total DISREGARD for standards
PRIDE IN PERFORMANCE	<ul style="list-style-type: none"> Arrives early Achieves more than planned Organizes and leads tasks, groups, functions Takes on additional work Puts in extra time—not required 	<ul style="list-style-type: none"> Uses time effectively Performs quality work Self-motivated Achieves set goals Persists to obtain results 	<ul style="list-style-type: none"> Fails to plan to make best use of time Submits poor quality (messy) work Occasionally underachieves Borrows others' tools/books, calculators, etc. Gives up easily 	<ul style="list-style-type: none"> Requires constant supervision/assistance Does not submit work Does not do own work Unprepared for class (no texts, tools, safety equipment, writing materials, etc.) Does not take notes Any DIR sent to dean 	
	<ul style="list-style-type: none"> Warm and welcoming demeanor Discerns attitudes and perceptions Engages in substantive communications Maintains a positive image among faculty, staff and peers Speaks highly of others/situations Networks with diverse individuals, groups 	<ul style="list-style-type: none"> Courteous Considers viewpoints and feelings of others Team player Avoids language or actions that may offend others Careful not to distract peers from their tasks Resolves conflicts tactfully Can work with diverse groups 	<ul style="list-style-type: none"> Immature (moody, playful, makes sarcastic remarks) Inflexible Not able to adapt to change Polarizing Mostly homogenous/isolated Unable to work with others 	<ul style="list-style-type: none"> Uses rude and inappropriate gestures Uncooperative Combative Argumentative Unwilling to work with others Does not listen Talks over others Any DIR sent to dean 	
ABILITY TO GET ALONG WITH OTHERS	<ul style="list-style-type: none"> Accepts challenges Volunteers to take on more work to complete the task Generates solutions to address own problems Offers solutions to others' problems Seeks ways to enhance self and others 	<ul style="list-style-type: none"> Exhibits a willingness to try Willing to do whatever tasks need to be done Assists others in need of help Flexible when considering new or different ideas/approaches Gives constructive criticism Focuses more on fixing a problem rather than on placing blame 	<ul style="list-style-type: none"> Futile attempts to complete tasks Chooses to meet the minimum requirement Offers excuses Constantly complains Accepts assistance, but never offers it Nods/dozes off in class 	<ul style="list-style-type: none"> Unwilling to try Unwilling to work with others Blames others Sleeps in class Any DIR sent to dean 	
POSITIVE ATTITUDE AND APPROACH	<ul style="list-style-type: none"> Follows chain of command Arrives early Completes tasks ahead of schedule Ensures others wear safety equipment Identifies areas of concern and notifies appropriate authorities Takes pride in Ranken uniform Displays ID badge proudly Reminds peers of importance of appearance and attendance standards Sets and keeps appointments Gives advance notice of absence/change in schedule 	<ul style="list-style-type: none"> Accepts and respects authority Is punctual Meets deadlines Follows general policies and procedures Follows safety standards Conforms to appearance standards Conforms to attendance standards 	<ul style="list-style-type: none"> Uses inappropriate looks, tone or language Fails to meet deadlines and keep appointments Occasionally absent, tardy or leaves early Occasionally unkempt appearance (shirt not tucked, no belt, wrong shoes, facial hair/hair too long, soiled or ripped pants, ear/loungue rings, no ID) Forgets to wear or improper use of safety equipment 	<ul style="list-style-type: none"> Uses threatening looks, gestures or language Often absent, tardy or leaving early Does not meet deadlines Disruptive (loud talking, laughing, belching, flatulence, clapping) kicking/moving/throwing furniture or tools Exhibits unsafe behavior in shop areas Repeatedly uses cell phone or other electronics irresponsibly Any DIR sent to dean 	
RESPECT FOR WORKPLACE	<ul style="list-style-type: none"> Encourages peers to tell the truth Discourages cheating Credible Encourages peers to take responsibility 	<ul style="list-style-type: none"> Tells the truth Does not cheat Honors his/her word Accepts responsibility Properly credits others 	<ul style="list-style-type: none"> Not always truthful Engages in suspicious behavior Avoids responsibility Does not give others credit 	<ul style="list-style-type: none"> Does not tell truth Plagiarizes Cheats Steals Blames others Any DIR sent to dean 	
HONESTY					