

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 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 WorkEthic 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.

Foundational Levels

- A Gold level certificate indicates a score of between 40 – 46 points
- A Silver level certificate indicates a score between 36-39 points

What Should Students Do?

Students should:

- Keep the standards in mind at all times
- Strive to complete 12 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 WorkEthic 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 WorkEthic?

- ▶ 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 WorkEthic 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**: must meet 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, ceremony to award the certificate
- ▶ Promote the program among peers and community through work related events

WorkEthic Certification: Teacher Identification List

Student Name _____

Instructions: Please list 3 teachers and one alternate who will rate you for the WorkEthic 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

School

Address City State Zip Code

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

Signature: _____

Parent Signature: _____

Date: _____

I am willing to complete a survey following completion of the WorkEthic Certification Program.

Student Address City State Zip Code

Phone Number Email Address

Signature Date

WorkEthic Certification: Student Evaluation Form

First Name:	Last Name:	Grade:	Gender:		
School District:		School Name:			
Evaluation Completed By:					
Standards			Points*		
Attendance: Student attend school and class on a consistent basis and notifies the school in advance of planned absences (1 point) Student has maintained an attendance rate of 85% during school (2 points) Student has maintained an attendance rate of 90% during the school year (3 points) Student has maintained an attendance rate of 97 % during the school year					
Absence: Student provides an absence excuse for each day missed from school during the current school year (1 point) Student has no more than four unexcused absence (2 point) Student has no more than two unexcused absence (3points) Student has no unexcused absences					
Tardy: Student comes to school every day on time during the current school year (1 point) Student has no more than seven unexcused tardy (2 point) Student has no more than five unexcused tardy (3 points) Student has no more than three unexcused tardy					
Discipline: Student displays self-discipline and self-responsibility (1 point) Student received no more than 3 discipline referral during the school year (2 point) Student received no more than 2 discipline referral during the school year (3 points) Student did not receive any discipline referrals during the school year					
Community Service: Through community service, students are able to apply WorkEthic standards demonstrated in academia to the real world. All community service hours must be completed during the current school year (1 point) Completed 6 hours of community service (attach form) (2 points) Completed 12 hours of community service (attach form) (3 points) Completed 24 hours of community service (attach form)					
The following standards require scores from 3 teachers and another individual such as a coach, counselor, or administrator (attach form)	Teacher #1	Teacher #2	Teacher #3	Evaluator # 4	Section 2 Total Points*
Organization: Displays strong personal and time management skills and flexibility skills Requires signatures from four evaluators (1 point) student often demonstrates strong organizational skills (2 points) student always demonstrates strong organizational skills					
Punctuality: Student is punctual in the completion of classroom assignments. skills Requires signatures from four evaluators (1 point) student often demonstrates punctuality (2 points) student always demonstrates punctuality					
Respectfulness: Respects the rights of others and demonstrates it to fellow students, teachers and administrators. skills Requires signatures from four evaluators (1 point) student often demonstrates respect (2 points) student always demonstrates respect					
Teamwork: Displays team/group cooperation with fellow students, teachers and administrators. skills Requires signatures from four evaluators (1 point) student often team cooperation (2 points) student always team cooperation					
Total Score					

Legend for WorkEthic Student Evaluation :
1= meets minimum expectations
2=meets average expectations
3= exceeds expectation, exceptional quality

*Point Scale for Certificates: Gold: 41- 47 Points and Silver: 36 -40 Points

**WorkEthic Certification:
Participating School Fact Sheet**

School _____

Principal _____ Email _____

Designated School Liaison #1 _____

Phone _____ Email _____

Designated School Liaison #2 _____

Phone _____ Email _____

Number of Students Participating _____

Deadline for return of *Student Intent to Participate Form*:

(Same as WorkEthic start date for students)

Recognition Program Date _____

Have You Attached Business Card from School Contacts Y or N

WorkEthic 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 WorkEthic Certification standard.

To earn three points, you must complete at least 24 hours of community service.

To earn two points, you must complete at least 12 hours of community service.

To earn one point, you must complete at least 6 hours of community service.

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 _____