

PSLO 4 - Principled Workers

		Emerging	Developing	Proficient	Exemplary
4a	Work Quality	<p>Student:</p> <ul style="list-style-type: none"> • is occasionally late. • may be absent without excuse. • is often satisfied with mediocre work. • does not always perform the minimum requirements. • requires frequent supervision. • often distracts co-workers/supervisor. 	<p>Student:</p> <ul style="list-style-type: none"> • is rarely late. • always notifies supervisor if they must be absent. • requires frequent supervision to complete work in a timely / satisfactory manner. • occasionally has problems maintaining focus and completing assigned tasks. • occasionally distracts co-workers/supervisor. 	<p>Student:</p> <ul style="list-style-type: none"> • is diligent and always on time. • notifies supervisor when they must be absent. • requires less and less supervision. • does quality work that is comparable to their knowledge level. • rarely distracts co-workers/supervisor. • is engaged in relevant work-related activities during the entire work period. 	<p>Student:</p> <ul style="list-style-type: none"> • is always punctual • is prepared to work every day, whether they are supervised or not. • arrives mentally ready to do the job. • does consistent, high quality, diligent work that is comparable to or exceeds his/her knowledge level. • makes every possible effort to deliver what is expected, on schedule.
4b	Professional and Self-Disciplined	<p>Student:</p> <ul style="list-style-type: none"> • has a careless attitude. • lacks self discipline. • puts their own personal desires ahead of their work responsibilities. • occasionally dresses in an inappropriate manner. • may use words and body language¹ that miscommunicates the organization's ideals. 	<p>Student:</p> <ul style="list-style-type: none"> • displays developing ability to make work a high priority. • dresses appropriately. • is developing self discipline • selects words and body language¹ more appropriate to their work environment. 	<p>Student:</p> <ul style="list-style-type: none"> • rarely puts their personal responsibilities head of work responsibilities. • is almost always dressed appropriately. • is self disciplined. • does not use inappropriate body language,¹ tone of voice, or word choices. 	<p>Student:</p> <ul style="list-style-type: none"> • shows commitment and self discipline by consistently putting the job ahead of personal desires. • faithfully represents the institution through proper dress, body language.¹ • one of voice and word choice is exemplary.
4c	Positive Attitude	<p>Student:</p> <ul style="list-style-type: none"> • works reluctantly, slowly. • may be complaining and critical of their co-workers, supervisors and/or their workplace. • is occasionally demanding and thoughtless. • may respond negatively to critique and training. • gives little evidence that they want to improve. • will at times have a demoralizing influence on co-workers/ supervisor. 	<p>Student:</p> <ul style="list-style-type: none"> • sees the need to have a positive attitude and makes efforts to be thankful, cheerful, and gracious. • works without complaining. • is rarely critical of their co-workers, supervisors and/or their workplace. • accepts critique and training without negativity. • shows interest in doing a good job. • occasionally encourages others. 	<p>Student:</p> <ul style="list-style-type: none"> • has a positive attitude. • is cheerful and thankful in most circumstances. • is dedicated to doing a good job. • responds positively to critique and training. • is supportive of peers and supervisors. • often encourages others through their words and actions. 	<p>Student:</p> <ul style="list-style-type: none"> • is always willingly and enthusiastically engaged in work. • has an optimistic “can do” attitude under all circumstances. • is always positive, thankful, gracious, supportive of supervisors and peers. • encourages others in the work environment by exuding a cheerful atmosphere.

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4d	Initiative	Student: <ul style="list-style-type: none"> • has a negative affect on the productivity of co-workers or supervisors. • requires constant supervision to keep on task. • rarely takes the initiative to complete complete required work, and shows no interest in identifying opportunities to expand knowledge, skills, and abilities. 	Student: <ul style="list-style-type: none"> • occasionally negatively affects the productivity of co-workers or supervisors. • will, at times, not complete required work. • sometimes identifies opportunities to expand knowledge, skills, and abilities. 	Student: <ul style="list-style-type: none"> • frequently uses his/her time well. • usually completes required work on time. • occasionally seeks for opportunities to be helpful in other areas or to plan ahead for future work. • often identifies and pursues opportunities to expand knowledge, skills, and abilities. 	Student: <ul style="list-style-type: none"> • takes the initiative to complete required job responsibilities in a time-sensitive fashion. • is forward thinking by planning ahead for future work when he/she will have opportunity. • uses time efficiently. • generates and pursues opportunities to expand knowledge, skills, and abilities.
4e	Respect	Student: <ul style="list-style-type: none"> • is uncooperative toward colleagues/supervisor. • may be insensitive toward others. • does not value the work of colleagues/supervisor. • fosters an uncooperative work environment. 	Student: <ul style="list-style-type: none"> • is occasionally uncooperative toward colleagues/supervisor. • may be insensitive toward others from time to time. • does not value the work of colleagues/supervisor very highly. • occasionally fosters an uncooperative environment. 	Student: <ul style="list-style-type: none"> • is often cooperative with colleagues and supervisor. • often shows sensitivity to others. • values the work of colleagues/supervisor. • often fosters a cooperative environment. 	Student: <ul style="list-style-type: none"> • is always cooperative with colleagues and supervisor. • always shows sensitivity to others. • values the work of colleagues/supervisor. • fosters a cooperative environment.

¹*Body language:* Includes communicating non-verbally through body movements and gestures. Positive body language can be defined as these nonverbal movements and gestures that are communicating interest, enthusiasm, and positive reactions to what some else is saying.