

Date:_____

GPS: ACCT-AGD-2, ACCT-AGD-3

Directions: Working with your group, use the internet and other resources to complete the following task. Remember each group member will be rated. The rating scale will be used as your grade.

- 1. On a sheet of poster board, write your own definition of work ethics and share with the rest of the class. (15 Minutes)**
- 2. On a sheet of poster board, create a list of work ethic skills/characteristics. Each group will write their list on the poster board without duplicating what another group has listed. Make sure that the skills listed actually fit under work ethics and that Job Skills have not been listed. (20 Minutes)**
- 3. Pick 3 work ethic skills you think are the most important. For each skill, explain it can demonstrated in the workplace. Write your answers on a sheet of posterboard. (20 minutes)**

Rating Scale Directions: Rate each partner from 1 to 5 based on the following criteria

Student Name:

- 1- Unacceptable
- 2- Weak
- 3- Satisfactory
- 4- Good
- 5- Very Good

- _____ 1. Participated in research.
 - _____ 2. Expressed ideas
 - _____ 3. Completed the thier part of assignment
-

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Advanced Graphic Design

Professional Practices: Good or Bad Work Ethics

GPS: ACCT-AGD-2, ACCT-AGD-3

Objective: Given a work sheet, a team and a topic, determine if the employee is displaying good or bad work ethics. Each team will present their findings to the class. Complete the worksheet with a 80% or higher score.

Steps:

1. Go to your group.
2. Find your topic below. Topic will be labeled with your group number.
3. Discuss the topic with your group. Stay within your 15 minute time limit.
4. Write a brief summary of your topic.
5. Determine a group spokesperson.
6. Present findings to the class.

Grading Scale (to be completed by each team member)

Rate each team member 1 to 5 (1 being the worst and 5 being the best) on each of the following:

1. Participated in the discussion
2. Participated in the summary
3. Had a good attitude

Topics:

Group 1:

You are the lunchtime host at a popular restaurant. The waiting list is 30 minutes long. A customer offers you \$20 to seat his party next. Would it be ethical to accept the offer? Explain your answer.

Group 2:

You are the lunchtime host at a popular restaurant. The waiting list is 30 minutes long. A customer offers you \$20 to seat his party next. Would it be ethical to accept the offer? Explain your answer.

Group 3:

You are at the end of your shift and your work is complete. Through no fault of his own, another worker has had problems all day and hasn't finished his assignments. What should you do?

Group 4:

You have sustained an injury on company time, but you were not actively working when the injury occurred. Your employer wants to take care of your medical expenses and give you time off from work even though you are still capable of performing your work duties. What do you do?

Group 5:

A customer is particularly rude. It isn't your job to work directly with the customer, but he insists on telling you his problems. What should you do?

Student Name: _____

Date: _____



Advanced Graphic Design

Professional Practices: Work Ethics Class/Individual Project

GPS: ACCT-AGD-2, ACCT-AGD-3

Objective: Given a work sheets and use of group notes, list desirable work ethics or habits. Complete the worksheet with a 80% or higher score.

Steps:

1. Each student will write a desirable work habit on the class declaration board. (10 Minutes)
2. Each student will create a personal Declaration Board. (30 minutes)

Write 3 work ethic characteristics that you want to see in yourself on your board. Be creative - include pictures from the internet, magazines or your own drawings. When finished, we'll staple it to a celing tile.

Grading Scale:

1. Board has 3 work ethic characterisitics (70 points)
2. Board was creatively decorated (30 points)
 - Used pictures-clipart or hand produced
 - Fancy Lettering, ETC.