



Work Ethic Certification
 Student Participation
 Acknowledgement Form

Student Name: _____

Please turn into the Guidance Office by September 4, 2018

Students wishing to obtain the Governor’s WEC will be measured in 11 areas of academic and work ethic competency. Students will be assessed in six subjective measures (IMPACT) which will be verified by the student’s instructor and countersigned by a high school counselor and one non-related adult familiar with the student. Four additional objective competencies (items 7-9 below) will be obtained from the student management system.

1. **Integrity:** Student is trustworthy, honest, comprehends ethical courses of action, ethical decision making and social responsibility, and encourages such behavior in others, and does not use illegal drugs.
2. **Motivation:** Student applies self-motivation and self-direction to learning, takes personal ownership and demonstrates initiative, and has a positive outlook.
3. **Professionalism:** Student uses appropriate judgement; demonstrates empathy, respect for others, social maturity, and behaviors appropriate to the situation and environment; is organized, punctual, and demonstrates self-management; maintains appropriate hygiene and attire; does not use profanity; does not harass or bully, and uses electronic devices appropriately.
4. **Adaptability:** Student follows employer established policies and business practices including attendance; is able to persevere through challenges; is resourceful and able to creatively problem-solve, and takes ownership of problems rather than leaving them to someone else.
5. **Communication:** Student clearly, effectively and convincingly expresses ideas and messages both verbally and in writing; speaks politely; is a good listener; expresses thoughts in a way that builds bridges with colleagues, customers and vendors; uses appropriate nonverbal communication and follows written/verbal instructions.
6. **Teamwork:** Student creates positive and responsive relationships with peers, colleagues and customers; uses effective collaboration and cooperation skills to solve problems and handle conflicts professionally; accepts roles as both leader and team member to get things done; participates and shares in teams, and appropriately accepts feedback from team.
7. **GPA:** Student maintains a cumulative Grade Point Average of 2.0 through senior year in school.
8. **Attendance:** Student maintains a minimum attendance rate of 98% and has four (4) or fewer sign-ins, sign-outs or times tardy to school.
9. **Disciplinary Referrals:** Student has one or fewer disciplinary referrals during senior year.
10. **Community Service:** Student completes a minimum of 6 (six) hours of volunteer community service work.
11. **Completed Resume:** Student is required to complete a resume and a WEC instructor will review and approve.

Instructions: Please read the following statements, sign this form and return it to your counselor.

I have received, read and understand the standards and requirements for the Governor’s WEC program. I fully understand the guidelines for the successful completion of all established criteria necessary for awarding of the certificate. I am committing to pursue the WEC. I acknowledge that my name will be placed in the pool for random drug testing at my high school and I will complete the appropriate paperwork at my high school. I will not use illegal drugs or alcohol or commit a crime or delinquent act. By signing, I verify that I am a senior in high school and I am eligible to apply for participation in the Work Ethic Certification Program.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

CTE Admin Signature: _____ **Date:** _____