



Work Ethic Certification Teacher Information Packet





Work Ethic Certification Student Agreement & Tracking Form

The SCK LAUNCH Work Ethic Certification is awarded to high school seniors who complete a series of accomplishments as outlined by the criteria and engage in activities, courses and experiences that foster career readiness and portrays **The Ideal Graduate**.

Participation in the **Work Ethic Certification** is entirely voluntary and is the responsibility of the student. To receive the **Work Ethic Certification**, seniors must earn a high school diploma and provide supporting documentation for the criteria below.

ACADEMIC, WORK-BASED and/or COMMUNITY INDICATORS	
Check three (3) and include the required supporting documentation	
<input type="checkbox"/>	Career Pathway
<input type="checkbox"/>	Industry Based Certification
<input type="checkbox"/>	90% Attendance Rate Senior Year (Screenshot from Infinite Campus)
<input type="checkbox"/>	Workplace Learning Experience
<input type="checkbox"/>	Employment
<input type="checkbox"/>	Participation in two (2) or more Extracurricular or one (1) Leadership Role
<input type="checkbox"/>	Dual Credit or AP Completion
<input type="checkbox"/>	25 Hours Community Service
EMPLOYABILITY SKILLS	
Complete the curriculum below as required by your school. Supporting documentation will include teacher signature(s) and a reflection for each lesson.	
<input type="checkbox"/>	Greeting Others
<input type="checkbox"/>	Communication Etiquette
<input type="checkbox"/>	Resume Preparation
<input type="checkbox"/>	Interview Skills
<input type="checkbox"/>	Work Ethic
<input type="checkbox"/>	Presentation Skills
READY TO APPLY!	
Include a professional resume and job application as supporting documentation.	
<input type="checkbox"/>	Resume Included
<input type="checkbox"/>	Completed SCK LAUNCH Job Application Included

STUDENT AGREEMENT

By signing, I verify that I am a senior in high school, I have provided all the required supporting documentation and I am eligible to apply for the **SCK LAUNCH Work Ethic Certification**.

Student Signature: _____

Date: _____



The SCK LAUNCH Work Ethic Certification is the culmination of a student's K-12 journey that begins with **The 7 Habits of Highly Effective People** (FranklinCovey) in elementary school and follows them through middle and high school with intentional leadership training and career exploration opportunities intended to launch students into their career.

CAREER PATHWAY

Complete 4 courses in a Career and Technical Education Career (CTE) Pathway.

INDUSTRY CERTIFICATION

A credential recognized by business and industry at the local, state, or national level.

90% ATTENDANCE SENIOR YEAR

Attendance rate is defined by the local school board of education.

WORKPLACE LEARNING EXPERIENCE

The following are workplace learning experiences for SCK LAUNCH Work Ethic Certification: SCK LAUNCH Career Shadowing, school cooperative education (co-op), internship, or externship.

EMPLOYMENT

Employment would be at a minimum of 10 hours per week for four consecutive months during senior year OR 20 hours per week during the past summer.

PARTICIPATION IN TWO (2) ORGANIZED EXTRACURRICULAR ACTIVITIES OR ONE (1) EXTRACURRICULAR LEADERSHIP ROLE

An activity that a student is actively and productively involved within the school or community. A student may hold a leadership position in an extracurricular activity.

DUAL CREDIT OR AP COMPLETION

Student receives credit from a postsecondary institution for at least one course OR student receives a C or better in an AP course.

25 HOURS COMMUNITY SERVICE

Engaging in community service provides students the opportunity to become active members of their community, has a positive impact on society and provides a service to those who need it most. Community service is defined as unpaid work that benefits others.



Work Ethic Certification Working Definitions

EMPLOYABILITY SKILLS

Students will benefit from learning and developing employability skills. Throughout a student's K-12 education, students will have the opportunity to learn essential employability skills. Depending on the course work, career pathway and/or extracurricular chosen by the student, a range of opportunities are provided to learn professional and interpersonal skill and apply those skills. Local business partners and educators worked together to identify the skills best suited for our students to fulfill **The Ideal Graduate** vision. A great resource to help teach these life skills may be found in **Find Your Voice Career Readiness**, a series of flexible lessons incorporating best practices and provided by FranklinCovey.

Greeting Others:

First impressions are important, and most interactions begin with a greeting. A global-minded student is aware of cultural diversity and demonstrate awareness of various cultures.

Communication Etiquette:

An emotionally intelligent student can communicate with clarity and purpose through the most-used modes of communication: text, phone and email.

Resume Preparation:

The Ideal Graduate creates a stellar resume that allows the student to demonstrate being a lifelong learner.

Interview Skills:

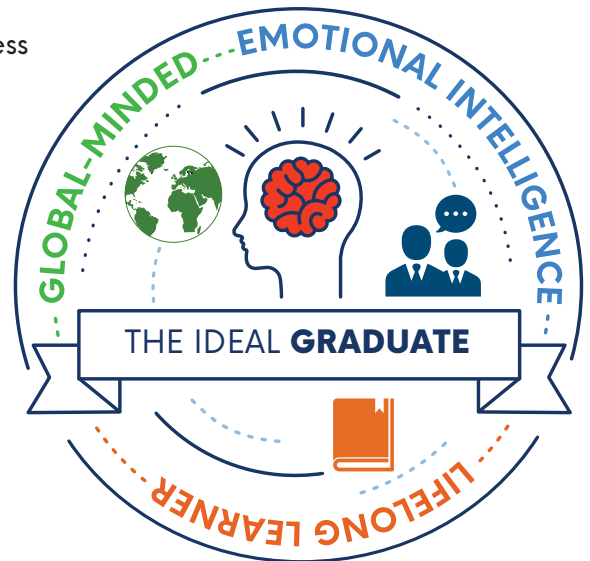
The Ideal Graduate advocates for their career through awareness of interview dress codes and strong interview skills.

Work Ethic:

A global-minded graduate contributes to the prosperity of the workplace by demonstrating characteristics of work ethic. The student understands that punctuality and honesty are important characteristics of being a responsible team member.

Presentation Skills:

The Ideal Graduate possesses the ability to communicate ideas using verbal, nonverbal and visual skills.



**BUILDING A SOLID FOUNDATION FOR THE
FUTURE SUCCESS OF OUR ECONOMY**

Employability Skills – Teacher Resource Alignment

CRITERIA	IDEAL GRADUATE	RESOURCE: <i>Find Your Voice Career Readiness</i> FranklinCovey Education
Greeting Others	First impressions are important, and most interactions begin with a greeting. A global-minded student is aware of cultural diversity and demonstrate awareness of various cultures.	Lesson 11 Greeting Others
Communication Etiquette	An emotionally intelligent student can communicate with clarity and purpose through the most-used modes of communication: text, phone and email.	Lesson 22 Text Messaging Lesson 23 Phone Etiquette Lesson 24 Email Etiquette
Resume Preparation	The Ideal Graduate creates a stellar resume that allows the student to demonstrate being a lifelong learner.	Lesson 28 Resume Preparation Sample HS Resumes
Interview Skills	The Ideal Graduate advocates for their career through awareness of interview dress codes and strong interview skills.	Lesson 29 Professional Appearance Lesson 30 Interview Skills
Work Ethic	A global-minded graduate contributes to the prosperity of the workplace by demonstrating characteristics of work ethic. The student understands punctuality and honesty are important characteristics of being a responsible team member.	Lesson 31 Work Ethic
Presentation Skills	The Ideal Graduate possesses the ability to communicate ideas using verbal, nonverbal and visual skills.	Lesson 32 Presentation Skills