

Dear Business Associate,

Whitewater Career Center partners with the Indiana Department of Workforce Development to give high school seniors the opportunity to earn the Governor's Work Ethic Certificate. The Work Ethic Certificate (WEC) identifies graduates from area schools who possess the soft skills necessary to succeed in college and careers. Students receiving the WEC have demonstrated competency in ten areas of academic and employability skills.

Respectfulness | Punctuality | Organization | Teamwork

Requirements

Excellent attendance + C or higher GPA

Excellent discipline + Teacher/staff recommendations
+ Community Service

Based on discussion with the Work Ethic Advisory Council and many of you in the business community, we believe that the requirements to earn the WEC are rigorous and that high school students earning the certificate have demonstrated the academic and work-based skills needed to become successful college students and employees. We are currently working to identify local area business and industry partners who will honor the WEC earned by graduates. Through business and industry support, the Work Ethic Certificate greatly enhances a community's ability to meet local workforce needs.

Our next step is to develop partnerships and determine how our business community will commit their support to this program and to the students earning the certificate. On the following page is a list of suggestions from discussions with business leaders, our administrative team, and the Work Ethic Advisory Council as possible ways a business could honor the certificate. This list is certainly not inclusive, and we would appreciate your feedback on any additional ways that your organization might honor the WEC.

Provide the following information to partner with Whitewater Career Center and local area high schools in recognizing and honoring those students who have earned the WEC.

Business Partner Company Name: _____
Business Partner Company Address: _____ _____
Business Partner Contact Representative: _____
Phone: _____
Fax: _____
Email: _____

Our company will provide a Work Ethic Certificate holder with:

____ 1) Job Interview – Guaranteed	____ 7) Bonus Vacation Day @ End of First Year
____ 2) Applicant Pool Preference	____ 8) Sign-On Bonus
____ 3) Increased Base Pay	____ 9) Tuition Re-Imbursement
____ 4) College Orientation Class Waived	____ 10) Health Club/Gym Membership
____ 5) Professional Mentoring Opportunity	____ 11) Flexible Scheduling
____ 6) Professional Seminars/Development	____ 12) Other: _____

Business Partner Signature: _____ **Printed name:** _____

Company Name: _____ **Date:** _____

Thank you for your support as we prepare students for future opportunities. If you have any questions or need additional information, contact Matt Davis (mdavis@fayette.k12.in.us) or Steven Dungan (sdungan@fayette.k12.in.us).

Whitewater Career Center

1300 Spartan Drive | Connersville, IN 47331 | Ph (765) 825-0521 | Fax (765) 827-0836



WhitewaterCareerCenter.org



[@whitwatercareercenter](https://www.facebook.com/whitwatercareercenter)



[#WCCOpportunity](https://twitter.com/WhitwaterCareerCenter)

WORK ETHIC CERTIFICATION CRITERIA HIGH SCHOOL STUDENTS

Ten criteria have been established to determine eligibility for the Work Ethic Certificate. Work Ethic Certificates will be awarded to participants who successfully receive at least 36 points of the 45 total points. Students must demonstrate a minimum point level in all ten criteria. Students receiving a zero for one or more standards will not receive a certificate.

Attendance Standard

Student attends school and class on a consistent basis and notifies the school in advance of planned absences.

- 1 pt. = Student has maintained an attendance rate of 95% during the current school year.
- 2 pts. = Student has maintained an attendance rate of 97% during the current school year.

Absence Standard

Student provides an approved excuse for each day missed from school.

- 1 pt. = Student has no more than one unexcused absence during the current school year.
- 2 pts. = Student has no unexcused absences during the current school year.

Tardy Standard

Student comes to school on time every day.

- 1 pt. = Student has no more than one unexcused tardy during the current school year.
- 2 pts. = Student has no unexcused tardies during the current school year.

Discipline Standard

Student displays self-discipline and self-responsibility.

- 1 pt. = There has been no more than one discipline referral during the current school year.
- 2 pts. = There have been no discipline referrals during the current school year.

Community Service/ Internship Project Standard

Through community service learning or an internship, students are able to apply Work Ethic standards demonstrated in academia to the real world.

- 1pt. = Student has completed 6 hours of community service or 20 hours of an internship.
- 2 pts. = Student has completed 12 hours of community service or 40 hours of an internship.

Overall Grade Point Average Standard

- 1pt. = Student has an overall grade point average equivalent to a C.
- 2 pts. = Student has an overall grade point average equivalent to a B.
- 3 pts. = Student has an overall grade point average equivalent to an A.

For the next four standards, four individuals (teachers, instructional assistants, counselors, administrators, sponsors, coaches, or work supervisors) must sign and indicate whether or not a student "Always" or "Often" meets each standard. "Always" earns 2 points and "Often" earns 1 point. Students are eligible for up to eight points per standard.

Organizational Standard

Student displays strong personal, time management, and flexibility skills.

- 1 pt. = Student often demonstrates strong personal management, time management and flexibility.
- 2 pts. = Student always demonstrates a strong personal management, time management and flexibility.

Punctuality Standard

Student is punctual in the completion of classroom assignments.

- 1 pt. = Student often demonstrates punctuality in completing assignments.
- 2 pts. = Student always demonstrates punctuality in completing assignments.

Respectfulness Standard

Student respects the rights of others and demonstrates it to fellow students, teachers and administrators.

- 1 pt. = Student often demonstrates respect to students, teachers, and administrators.
- 2 pts. = Student always demonstrates respect to students, teachers, and administrators.

Team Work Standard

Student displays team/group cooperation with fellow students, teachers and administrators.

- 1pt. = Student often demonstrates team cooperation to fellow students, teachers, and administrators.
- 2 pts. = Student always demonstrates team cooperation to fellow students, teachers, and administrators.