SKILLS FOR SUCCESS IN THE WORKPLACE

Weekly Rotation Logs
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Good Work Habits

• Be on time
• Be at work every day you are scheduled
• Call supervisor if ill
• Complete all work quickly, but carefully
• Be neat and organized
• Report mistakes immediately
• No personal calls

Begin by asking your students what they think good work habits are. Work habits are the basic, routine actions that you carry out every day at work. They provide the foundation for success at work.
How do you know if you have a good work ethic? Ask yourself the following questions:

- Do you value your work?
- Do you refuse to look for the easy way out?
- Do you always take pride in the results of your work?
- Do you look for ways to make your job more efficient?
- Do you sometimes even work later than scheduled, if necessary?

If you answered yes, to any of these questions – Congratulations! You probably have a good work ethic.
Act in a Professional Manner

- Be on time
- Be polite
- Be respectful
- Be dependable

While at work, make sure you always act in a professional manner. No profanity, avoid gossip and practice good ethical behavior.
Keep Your Personal Life Private

- Separate work life from personal life
- Avoid discussing personal problems
- Keep telephone calls to a minimum

Your coworkers do not need to know about your personal life. Personal life may distract you and your coworkers from your work. Discuss social media (facebook) as well.
Embezzlement occurs when a trusted employee takes either money or good entrusted to him or her. An employee caught stealing can be punished with a fine, prison sentence, or both.
Discuss with the students that they should not give free food to their friends or take any money from the register. This can lead to life long consequences.
Wasting resources can cost lots of money for the company and lead to environmental problems. Encourage recycling.
Guided Practice
Weekly Intern Rotation Log

<table>
<thead>
<tr>
<th>Subject</th>
<th>Week of ___ to ___</th>
<th>My favorite activity:</th>
<th>An area of improvement:</th>
<th>My greatest accomplishment:</th>
<th>Something I need help on:</th>
<th>Something I want to share:</th>
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<tr>
<td>English/Language Arts</td>
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</tbody>
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Print the above Rotation Log for each intern. Step-by-step review/write in each box.
Reflective Writing –
Weekly Rotation Log

- What did you do?
- What did you learn?
- What did you find interesting?
- What questions do you want more information about?
- What connections did you make to previous ideas?

Referring to the Name Game - learning each others names is easy. How can we remember what we have learned from our internship and mentors during the school year?

To get the most out of your internship, you should write about what you did, what you learned, and what questions you want more information about. This is called reflective writing and completing a rotation log every week.
Let’s complete our first rotation log together.
Learning each others names is easy. How can we remember what we have learned from our internship and mentors during the school year?
To get the most out of your internship, you should write about what you did, what you learned, and what questions you want more information about. This is called reflective writing and completing a rotation log every week. Like notes, rotation logs record knowledge about what you have learning during your internship.
Distribute sentence starters’ handout as a guideline.
**This assignment is due every Monday morning. I will accept handwritten and/or computer generated answers.**
*Note: There are a total of seven templates. Please rotate the templates every week. This will encourage variety and not routine answers.*
Rotation Log Rubric Categories

- Quality of Reflections
- Directions
- Completeness
- Neatness
- Proper Heading

These categories are how your rotation log rubric will be evaluated: Quality of Reflections, Directions, Completeness, neatness and Proper heading.
This assignment is due every Monday morning. I will accept handwritten and/or computer generated answers.

Note: There are a total of seven templates. Please rotate the templates every week. This will encourage variety and not routine answers.
References/Resources