



Series III No. 1

Wait on me!

Text Her Back



"Luke, over here," waves Bela.

As he heads toward Bela's car in the school parking lot, Luke calls out, "Where is Sabrina? She's always late."

"She's not back from her Thursday afternoon job," Bela tells him. "Besides, Ethan and Josh aren't here either."

Ignoring her comment, Luke seems annoyed. "Sabrina promised me she'd meet us at 3:15 so we can eat before we go to see *Space Thriller II* at Cinema 12."

Bela's phone screen lights up and she smiles. "It's a text from Sabrina."

"I can't wait to hear her excuse," Luke shrugs, as Ethan and Josh race toward them.

Bela reads the text to Luke. "Dont no what 2do. Not finishd w job. Hours up. Boss not back. May leve newway. Wait on me!"

"She can't just leave," Luke frowns. "Her boss at Lamar Landscaping is letting her design the landscape around the fish pond at Mid-town Park. She said this is her big chance to show how creative she is."

Out of breath, Ethan runs up, knuckle bumps Luke, and asks, "Where's Sabrina?"

"She's at work and about to be in trouble if she's not careful," Luke tells them sarcastically. "She's not finished with her job, but she wants to leave anyway because her hours are up."

"I can't watch this creepy movie without Sabrina," moans Bela. "She needs to sit next to me."

Ethan frowns. "Sabrina has to take some responsibility. This is a job."

"Stop blaming Sabrina," Bela tells him. "She didn't know her boss would be late."

"Text her back, Bela, and set her straight," Josh suggests.

Luke adds, "Tell her we'll wait by my car in the school parking lot for 30 minutes. She should come here when she's off work, and we'll just get snacks at the movie."

What Would You Do?

As Sabrina's friend, what advice should Bela give her in the text?

What the Boss Will Think

- Employees are expected to use good judgment in unusual situations.
- The job must be completed, even if an employee has to work late.
- I have to be able to depend on employees to do the right thing.
- Sabrina needs to understand what being a professional means.
- I need employees who put the business before their personal concerns.



Left to right: Bela, Josh, Sabrina, Luke, Ethan

It's Not My Fault

Some employees like to take orders because it's easier than taking responsibility. The truth is they like to be bossed around. It's simpler to grumble and complain than to come up with solutions. They say, "It's not my fault" to justify laziness, mistakes, bad decisions, lack of motivation, or poor quality work.

How would you recommend an employee take responsibility in each of the cases below?

A drummer for a band needs to practice his part, but the band leader has not bought the music yet.

A medical office assistant notices that young children are getting cranky and tired from having to wait so long to see the doctor. _____

After test driving a car to listen for an engine noise described by the car's owner, an automobile service technician fails to hear the noise. _____

An after-school employee at a popular teen retail clothing store sees her supervisor being interrupted by a phone call while straightening shelves of jeans. _____

You're Responsible

To get ahead in life, you must take responsibility for what happens, instead of just waiting to see what happens. Employers expect you to handle a situation in the right way, even if the right way is not what you want to do.

Write "R" for each situation that shows an employee took responsibility. Then write whether you think the employee made the right decision and why.

_____ 1. A bicycle repair technician notices that a bike chain is about to break. However, only 15 minutes remain before closing time and the customer didn't say anything about the chain being a problem. The technician decides to wait to hear from the customer. _____

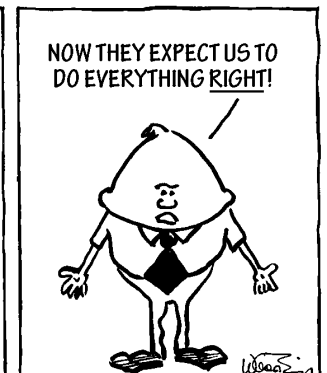
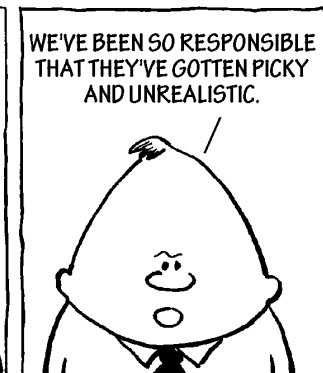
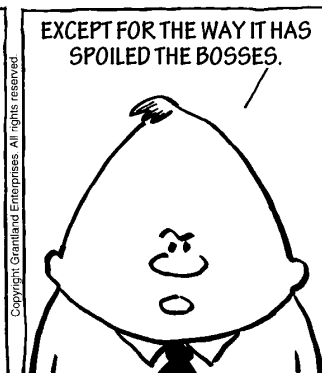
_____ 2. At 3 p.m. on Thursday while working on an 8 a.m. Friday deadline, a programmer realizes he can improve the program he's writing by making a few changes. He needs about six hours to do the job. He calls his wife, explains the situation, and tells her to kiss the kids good night for him. _____

_____ 3. A restaurant cook realizes that the "Use By" date on the eggs expires today, but the manager has already left for the day. The cook is tired, but he stops by his local grocery and picks up three dozen eggs. He keeps a copy of the sales receipt to give to the manager. _____

_____ 4. At 6 p.m., a magazine editor realizes that two paragraphs have been left out of a story for next month's issue. The magazine has already been sent to the printer. She gives a co-worker her ticket for a playoff game, rewrites the paragraphs, sends them to the printer, stays to proofread the new pages, and gets home exhausted four hours later.

_____ 5. A public relations specialist writes a press release about an award the company received. She should add a picture of the company president receiving the award, but she leaves it out because she can't find it quickly.

CAREERLAND™



Dear Chad:

Yesterday, my boss criticized me for closing early and leaving on Friday after everyone else in our small office left. As an administrative assistant, I didn't have anything to do and I didn't see any reason to stay. Why is he so upset?

Confused

Dear Confused:

Did anyone give you permission to leave? No boss wants an office to be closed when customers or others might be calling for information. Leaving was extremely poor judgment on your part and shows a lack of responsibility.

Dear Chad:

Last week my boyfriend came early to pick me up for a concert. Since he's really smart about computers, I asked him to help me with an e-mail problem. My department head saw him and said I was violating company policy by letting an outsider see our files. It hurt my boyfriend's feelings. Don't you think she was rude?

Offended

Dear Offended:

Company files are confidential, and it's your responsibility to keep them private. Your boyfriend should have waited in the car until you were ready to leave.



Wait on Me!

Teacher's Guide

Underlying theme

Responsibility

Summary of This *It's for Real* Workplace Ethics Lesson

Sabrina, one of the *It's for Real* friends, works as a landscape assistant. Her boss at Lamar Landscaping is giving her an important opportunity to design a fish pond at a local park. She is not finished with the work, but her hours are up, and she wants to join her friends for a movie. Her boss is not back from an errand, but she's thinking about leaving anyway.

Students' Challenge

Employers expect workers to finish any job they start, even if it requires them to stay after hours. The students' challenge is to recognize that personal gratification must often take a back seat to job responsibilities.

The Teacher's Corner

Workers are responsible for performing their duties correctly, efficiently, and ethically. They are held accountable for both their actions and inactions. Accountability rewards them for good performance and disciplines them for bad performance.

Supervisors and young workers may view responsibility differently. A key characteristic of the current generation, known as Generation Y, is their focus on *Why* before *What*. They want to know why they should be held responsible, why they should obey rules they disagree with, why they should fill a request, why they should show up on time, why they should be held accountable, and why to many other questions. Many do not accept the answer, "Because I

said so," or "I'm your boss" as legitimate. As expected, a clash about responsible behavior may occur.

Gen Y's supervisors, who usually are several years older, expect a level of responsibility that matches their own sense. Teachers need to help students understand the answer to the question, "Why?" before they take their first job. If they are to become successful employees, our role is essential in helping them learn employers' expectations.

Performance Standards

After students complete this issue of *It's for Real*, they should be able to:

- Identify basic responsibilities of all jobs.
- Identify task responsibilities of a variety of jobs.
- Describe how to take responsibility in different situations.

Suggested Evaluation for Each Activity

A generic scale is provided below for evaluating students' answers to the exercises in *It's for Real*.

Evidence of understanding the problem or ethics concept	35%
Acceptable solutions to the activity based on employment standards	35%
Seven of ten True or False statements answered correctly	30%

True or False Assessment

A True or False Assessment of ten questions is provided with each lesson. You may use this as Activity 4 or as a standalone assessment weighted as a test.

Teaching Suggestions

Recommendations are given below for using each section of *It's for Real Workplace Ethics*.

What Would You Do?

Start a discussion with your students about what Sabrina should do in this situation. Allow students to disagree, but insist on reasons. In the final minutes of the discussion, lead the students to the “right” choice.

What the Boss Will Think

What the Boss Will Think provides a special opportunity for you to raise students’ awareness about what is expected of them when they go to work. For some, it will be the first time they have ever heard the employer’s point of view about an employee’s responsibility on the job, and they may be surprised at the high standards. Many will have misconceptions about what are acceptable and unacceptable levels of responsibility. Each of the points from *What the Boss Will Think* is discussed below.

- *Employees are expected to use good judgment in unusual situations.* At work, a person in authority is not always available. Being able to determine what is the right course of action in an unusual situation shows maturity, judgment, and responsibility.
- *The job must be completed, even if an employee has to work late.* When important tasks are not finished within work hours, employees are expected to put in extra time to complete them.
- *I have to be able to depend on employees to do the right thing.* Tough decisions often have to be made on a moment’s notice. The supervisor depends on employees to make the right decision for the company, co-workers, and customers.
- *Sabrina needs to understand what being a professional means.* Assuming the role of a professional requires an employee to demonstrate a high level of competence, ethics, and maturity.
- *I need employees who put the business before their personal concerns.* Personal preferences are secondary to business requirements during work hours.

Solutions for Page 2, Student Lesson

Solutions for the exercises on page 2 of *It's for Real* follow.

It's Not My Fault

Students will recommend a variety of ways that an employee can take responsibility. Accept any reasonable answers your students provide. Suggestions are given:

Band leader

- Remind the band leader of the need to practice.
- Ask the band leader for permission to buy the music and be reimbursed by the band.
- Buy and pay for the music personally.

Medical Office Assistant

- Provide toys for the children.
- Move the children and their parents to a private room.
- Advise the nurses of the problem and ask if they can speed up the process.

Automobile Service Technician

- Wait for a while and drive the car again.
- Call the customers and ask when the noise occurs and duplicate the conditions.
- Ask another technician to ride along to listen for the noise.

After-School Employee

- Straighten the jeans while the supervisor is taking the phone call.

You're Responsible

1. No, the employee did not take responsibility. The employee should call the customer, advise the cost of the repair and ask permission to fix the chain.
2. Yes. The programmer is showing responsibility by taking his personal time to improve the program.
3. Yes. By picking up the fresh eggs, the cook will serve high-quality food to customers, which will help the restaurant maintain a good reputation.
4. Yes. The editor’s responsibility is to print error-free stories, and she should do whatever is necessary to reach this goal.
5. No, the employee did not take responsibility. High-quality work often takes longer. Leaving out the picture because of personal convenience is not responsible.

Ask Chad

Chad offers advice to workers who ask questions about ethical matters related to their jobs. Your students may not always agree with Chad’s answer; however, the questions asked are typical of those that often crop up among entry-level workers. Engaging the students in an active debate about Chad’s answers will be an extremely valuable experience.

Cartoon

Engage the students in a discussion of whether the employees “spoil” their bosses by being responsible. While expecting perfection among all employees is unrealistic, expecting them to *try* to do “everything right!” is not.



Wait on Me!

Supplemental Activities 1, 2, and 3; True or False Assessment and Transparency

It's for Real supplemental activities and transparencies are self-instructional and may be used for individual work, group work, or homework. You have permission to make 30 copies of each supplemental activity to accompany the 30 paper sets you purchased, or you may provide a copy for each user of the interactive version. Teaching suggestions, solutions, and suggested evaluations for each activity are provided below.

Suggestion – Activity 1: Check Your Reading

To demonstrate reading comprehension, students are asked to fill in five details about the story “Text Her Back.” This activity will also evaluate memory retention.

It's Your Decision asks students to write responses to five situations dealing with *responsibility*. Allow students to discuss their answers in small groups. Encourage them to consider each situation thoughtfully before giving an answer.

Suggestion – Activity 2: All Workers Are Responsible

A person who shows responsibility in daily activities is easy to spot. This individual is often chosen for special opportunities over others with greater skills but less concern for responsibility. Rewards, too, flow to those who can be depended on to fulfill duties and demonstrate appropriate behaviors.

Side 1. In Part I, students are asked to select the responsibilities that are basic to every job. In Part II, they are asked to match the unique responsibilities of an array of careers.

Side 2 – Challenge. In Part I, students are asked to develop their own list of responsibilities that are basic to every job. In Part II, they are asked to develop their own list of the unique responsibilities of an array of careers.

Suggestion - Activity 3

A self-inventory allows students to measure their own level of responsibility by checking several statements. Short guidelines at the end give a general measure of their sense of responsibility.

Career Education Option

Using Activity 3 as a base of conversation, engage students in a discussion of careers with lesser and greater responsibilities. At lower levels of a career ladder, employee responsibilities often are more detailed oriented, for example, proofreading a word processed document or checking to see that all medical forms have been signed by a new patient in a medical office. At higher levels, responsibilities often center on budgets, administrative management and supervision of people.

Suggestion – Transparency 1

President Harry Truman’s quote, “The buck stops here,” speaks of responsibility. Truman assumed the ultimate responsibility for decisions made about the country, even though he had experts advising him.

True and False Assessment

The True and False assessment that accompanies each lesson can be used as a pre-test to examine the students’ level of understanding of the lesson’s topic before the lesson is covered in class or as a post-test to determine how well they internalized the material after discussions or individual work.

Activity 1 Check Your Reading

How well do you remember what you read in “Text Her Back”? Without looking back, write your answers in the blanks below.

1. Where is Sabrina? _____
2. Why can't Sabrina leave? _____
3. What opportunity is Sabrina getting from her boss? _____
4. Why does Bela want Sabrina to hurry up and meet the friends? _____

5. What message does Luke want Bela to text? _____

It's Your Decision

What would you do in each of the following situations? Compose complete sentences for your answers.

6. Your boss takes off early on Friday, leaving you and one other employee to cover the jewelry store. At 3:00, only one customer has shown up and you think the other employee could handle customers if you leave. _____

7. You work alone at a small appliance repair business, and you know your boss will not be back from a funeral until noon. You feel an urge at 7 a.m. to turn over and go back to sleep. _____

8. While parallel parking in a small space at your office parking lot, you back into the car behind you. The car already has a couple of dents so your dent may not be noticed if you pull away. _____

9. One of your favorite second grade students starts a scuffle with a kid who is usually the trouble maker. Both must go to the principal, and the principal will accept your word as the teacher about who is at fault. _____

10. As an administrative assistant, you're expected to mail only perfect letters — no errors. After closing down your computer before rushing out to meet your ride, you notice that you failed to show the date of the letter. _____



Activity 2

All Workers Are Responsible

Some responsibilities stay the same, no matter what career you choose, but other responsibilities are unique to a few careers. In Part I below, mark the responsibilities that are expected in every job.

Part I Responsibilities Found in All Careers

- | | |
|---|---|
| <input type="checkbox"/> a. Cooperation | <input type="checkbox"/> r. Following safety rules |
| <input type="checkbox"/> b. Conserving supplies | <input type="checkbox"/> s. Checking for unauthorized visitors |
| <input type="checkbox"/> c. Advising clients | <input type="checkbox"/> t. Preparing documents with a word processor |
| <input type="checkbox"/> d. Using building components correctly | <input type="checkbox"/> u. Caring for tools and equipment |
| <input type="checkbox"/> e. Staying on task | <input type="checkbox"/> v. Organizing your work area |
| <input type="checkbox"/> f. Watching for dangerous activities | <input type="checkbox"/> w. Mixing correct chemical formulas |
| <input type="checkbox"/> g. Using technology wisely | <input type="checkbox"/> x. Following rules |
| <input type="checkbox"/> h. Keeping all files confidential | <input type="checkbox"/> y. Checking copyrights |
| <input type="checkbox"/> i. Treating test animals ethically | <input type="checkbox"/> z. Being at work every day |
| <input type="checkbox"/> j. Asking questions when uncertain | <input type="checkbox"/> aa. Finishing what you start |
| <input type="checkbox"/> k. Showing compassion | <input type="checkbox"/> bb. Fulfilling guests' needs |
| <input type="checkbox"/> l. Having high productivity | <input type="checkbox"/> cc. Locking up the building at night |
| <input type="checkbox"/> m. Charging customers correctly | <input type="checkbox"/> dd. Commitment to the job |
| <input type="checkbox"/> n. Maintaining customer contact list | <input type="checkbox"/> ee. Providing correct facts |
| <input type="checkbox"/> o. Keeping accurate inventory of product | <input type="checkbox"/> ff. Committing to lessons and training |
| <input type="checkbox"/> p. Keeping food supply safe | <input type="checkbox"/> gg. Using environmentally-friendly materials |
| <input type="checkbox"/> q. Checking calculations for accuracy | <input type="checkbox"/> hh. Comparing values of stocks and bonds |

Part II Unique Responsibilities in Specific Careers

All careers require unique responsibilities for tasks that must be completed in that career. In Part I, many task responsibilities are listed. Choose the task responsibility in the list that matches a career given below and write the letter for the task.

- | | |
|---|--|
| <input type="checkbox"/> Law enforcement officer | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Administrative assistant | <input type="checkbox"/> Resort manager |
| <input type="checkbox"/> Science technician | <input type="checkbox"/> Marketer |
| <input type="checkbox"/> Cosmetologist | <input type="checkbox"/> Warehouse manager |
| <input type="checkbox"/> Maintenance technician | <input type="checkbox"/> Newspaper reporter |
| <input type="checkbox"/> Accountant | <input type="checkbox"/> Security officer |
| <input type="checkbox"/> Dancer | <input type="checkbox"/> Landscape architect |
| <input type="checkbox"/> Food processing equipment operator | <input type="checkbox"/> Farmer |
| <input type="checkbox"/> Music producer | <input type="checkbox"/> Carpenter |



Activity 2 – Challenge

All Workers Are Responsible

Some responsibilities stay the same, no matter what career you choose, but other responsibilities are unique to specific careers. In Part I below, list basic responsibilities that are expected in every job. Two examples are given.

Part I Responsibilities Found in All Careers

Cooperation

Following safety rules

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Part II

All careers require unique responsibilities for tasks that must be completed in that career. Write a task that you believe each of the following workers would be responsible for completing.

- Law enforcement officer _____
- Nurse _____
- Administrative assistant _____
- Resort manager _____
- Science technician _____
- Marketer _____
- Cosmetologist _____
- Warehouse manager _____
- Maintenance technician _____
- Newspaper reporter _____
- Accountant _____
- Security officer _____
- Dancer _____
- Landscape architect _____
- Food processing equipment operator _____
- Farmer _____
- Music producer _____
- Carpenter _____



Activity 3**How Responsible Are You?**

How you handle your personal life and work shows how responsible you are. Take this self-inventory to indicate your understanding of responsibility. Mark the box that describes you best.

- You can always depend on me to do what I say.
- You can usually depend on me to do what I say.
- You can depend on me to do what I say as long as nothing I like better interferes.

- I always keep my commitments or inform others when I cannot.
- I try to keep my commitments, but sometimes I get too busy.
- I sometimes keep my commitments, but I run late most of the time.

- I am responsible even when others won't know about it.
- I am responsible when I will be rewarded for it.
- I am responsible when I think I will get in trouble if I act any other way.

- I usually complete work on time.
- I try to complete work on time, but I find it hard to keep to a schedule.
- I don't like schedules, and I resist deadlines.

- I take my time and check details carefully for every job I do.
- I check details when I have time.
- I am not a detail-oriented person, and I just accept myself the way I am.

- I plan my days and projects so I can finish and check for errors in advance of the deadline.
- I believe that finishing at the last minute is good enough as long as I have checked my work for correctness.
- I believe that finishing at the last minute is all that's required and checking for correctness can come later.

- I inform people in advance when something interferes with my ability to handle a responsibility.
- I try to perform my responsibility right up to the last minute, but then I give up and inform others if I can't do what I agreed to do.
- I try to perform my responsibility, but I assume people will find out soon enough when I can't do what I agreed to do.

For the top square that you marked in each group, give yourself three points. For the middle square that you marked in each group, give yourself two points. For the bottom square that you marked in each group, give yourself one point. Your level of responsibility is shown below.

- 19-21 points You're headed for a bright future!
- 15-18 points You're headed in the right direction but you have some attitudes to change.
- 11-14 points You need to go to responsibility school.
- 7-10 points You don't seem to know the meaning of responsibility.



Assessment

Write T for each True statement and F for each False statement.

- _____ 1. Employees are expected to use good judgment in unusual situations.
- _____ 2. Employees are responsible for acting in a professional manner.
- _____ 3. An employee faced with a challenging work situation should put personal plans aside.
- _____ 4. For some people, taking orders is easier than taking responsibility.
- _____ 5. Taking responsibility doesn't help much in putting you ahead in life.
- _____ 6. A responsible employee tries to make the right decision.
- _____ 7. You should do the right thing, even if it is not what you want to do.
- _____ 8. Leaving a job at your scheduled departure time cannot be called irresponsible, no matter what is going on at work.
- _____ 9. A responsible person will allow an expert to repair equipment, even if the expert is a visitor.
- _____ 10. An employee has no responsibility to keep company files private.



The buck stops here.

President Harry Truman,
speaking of his responsibility
as leader of the United States



Solutions and Suggested Evaluation Activity 1: Check Your Reading

1. At Mid-town Park working
2. Her boss hasn't returned
3. To design the fish pool at Mid-town Park
4. So she can attend a movie with them
5. Wait for your boss to return

It's Your Decision possible answers. Accept others as appropriate.

6. You should not leave because you do not have permission from your employer. You cannot assume that the other employee will be able to handle customers.
7. This day should be treated like any other. The boss's absence is a greater reason to be at work.
8. You should find the owner of the car and ask him or her to evaluate the damage with you.
9. You should not allow favoritism to influence how you handle the situation.
10. You should restart the computer and add the date.

Scoring: Items 1-5 10 points each = 50 points Items 6-10 10 points each = 50 points Total = 100 points

Solution and Suggested Evaluation Activity 2: All Workers Are Responsible

Part I Responsibilities Found in All Careers

- | | | | |
|-------------------------------------|--|-------------------------------------|--|
| <input checked="" type="checkbox"/> | a. Cooperation | <input checked="" type="checkbox"/> | r. Following safety rules |
| <input checked="" type="checkbox"/> | b. Conserving supplies | <input type="checkbox"/> | s. Checking for unauthorized visitors |
| <input type="checkbox"/> | c. Advising clients | <input type="checkbox"/> | t. Preparing documents with a word processor |
| <input type="checkbox"/> | d. Using building components correctly | <input checked="" type="checkbox"/> | u. Caring for tools and equipment |
| <input checked="" type="checkbox"/> | e. Staying on task | <input checked="" type="checkbox"/> | v. Organizing your work area |
| <input type="checkbox"/> | f. Watching for dangerous activities | <input type="checkbox"/> | w. Mixing correct chemical formulas |
| <input checked="" type="checkbox"/> | g. Using technology wisely | <input checked="" type="checkbox"/> | x. Following rules |
| <input type="checkbox"/> | h. Keeping all files confidential | <input type="checkbox"/> | y. Checking copyrights |
| <input type="checkbox"/> | i. Treating animals ethically | <input checked="" type="checkbox"/> | z. Being at work every day |
| <input checked="" type="checkbox"/> | j. Asking questions when uncertain | <input checked="" type="checkbox"/> | aa. Finishing what you start |
| <input type="checkbox"/> | k. Showing compassion | <input type="checkbox"/> | bb. Fulfilling guests' needs |
| <input checked="" type="checkbox"/> | l. Having high productivity | <input type="checkbox"/> | cc. Locking up the building at night |
| <input type="checkbox"/> | m. Charging customers correctly | <input checked="" type="checkbox"/> | dd. Committing to the job |
| <input type="checkbox"/> | n. Maintaining customer contact list | <input type="checkbox"/> | ee. Providing correct facts |
| <input type="checkbox"/> | o. Keeping accurate inventory of product | <input type="checkbox"/> | ff. Committing to lessons and training |
| <input type="checkbox"/> | p. Keeping food supply safe | <input type="checkbox"/> | gg. Using environmentally-friendly materials |
| <input type="checkbox"/> | q. Checking calculations for accuracy | <input type="checkbox"/> | hh. Comparing value of stocks and bonds |

Part II Unique Responsibilities Found in Specific Careers

- | | | | |
|--------------------------|---------------------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | f. Law enforcement officer | <input type="checkbox"/> | k. Nurse |
| <input type="checkbox"/> | t. Administrative assistant | <input type="checkbox"/> | bb. Resort manager |
| <input type="checkbox"/> | q. Science technician | <input type="checkbox"/> | hh. Investment advisor |
| <input type="checkbox"/> | w. Cosmetologist | <input type="checkbox"/> | o. Warehouse manager |
| <input type="checkbox"/> | c. Marketer | <input type="checkbox"/> | ee. Newspaper reporter |
| <input type="checkbox"/> | q. Accountant | <input type="checkbox"/> | s. Security officer |
| <input type="checkbox"/> | ff. Dancer | <input type="checkbox"/> | gg. Landscape architect |
| <input type="checkbox"/> | p. Food processing equipment operator | <input type="checkbox"/> | i. Farmer |
| <input type="checkbox"/> | y. Music producer | <input type="checkbox"/> | d. Carpenter |

Scoring: Award 3 points for each answer you believe is appropriate. More than one answer or different answers from those shown above are acceptable as long as students can defend their choice.

Solution and Suggested Evaluation Activity 2 – Challenge: All Workers Are Responsible

The answers shown in Activity 2, Non-Challenge version, are acceptable or students may provide other answers that are acceptable.

Scoring: Award 3 points for each answer you believe is appropriate

Solution and Suggested Evaluation Activity 3: How Responsible Are You?

This activity provides an opportunity for students to evaluate their understanding of responsibility. Scoring may be eliminated for this activity, or the generic scoring standards may be used. You may also engage students in a comprehensive discussion of responsibility in which their oral contributions are considered in arriving at a score.

Solutions and Feedback True or False Assessment

1. Employees are expected to use good judgment in unusual situations.
True. Sometimes employees are faced with unexpected situations and must use good judgment to resolve the problem.
2. Employees are responsible for acting in a professional manner.
True. Professionalism is an important employee trait.
3. An employee faced with a challenging work situation should put personal plans aside.
True. Personal plans may have to take a backseat to work situations some of the time.
4. For some people, taking orders is easier than taking responsibility.
True. A person with fewer responsibilities may be less stressed.
5. Taking responsibility doesn't help much in putting you ahead in life.
False. Showing responsibility is a trait that can advance your career.
6. A responsible employee tries to make the right decision.
True. Making the right decisions is the goal of a responsible employee.
7. You should do the right thing, even if it is not what you want to do.
True. When it isn't your desired choice, making the right decision is difficult.
8. Leaving a job at your scheduled departure time cannot be called irresponsible, no matter what is going on at work.
False. Showing responsibility means that you keep at a task until your responsibility is handled.
9. A responsible person will allow an expert to repair equipment, even if the expert is a visitor.
False. Visitors should not be allowed to operate or repair any equipment.
10. An employee has no responsibility to keep company files private.
False. An employee is expected to keep all company files private.