

These professional qualities are a reflection of the expectations of our industry partners. Many companies have defined the values that they look for in their employees. The four areas listed in this pamphlet are the attributes that we at the Career and Technology Center believe that students need to demonstrate to be successful as they move into the workplace.

“I believe that no one can teach you how to act, but schools do give you an environment to make mistakes, to learn techniques and to learn professionalism.”

- Enrico Colantoni

**Learning the Skills
To Build the Future!**

A black silhouette of a horse in profile, facing left, standing on a dark, irregular base. The horse is the central graphic element of the 'Learning the Skills' section.

Developing

Professional Qualities

**at the
Carroll County Career
and Technology
Center**



At the Career and Technology Center we believe that it takes more than technical skills to be successful in the workplace. To that end, we work towards competence in four areas of professionalism: **Unity, Safety, Productivity & Reliability.**

Unity focuses on the ways that we all need to work together to get the job done. Unity is defined as a totality of related parts acting in harmony. In the workplace, this means that all of the employees are working together towards the same ends. The aspects of unity that are practiced at the Career and Technology Center are **Team Work, Respect and Interpersonal Skills**.

Unity

Team Work is being able to collaborate with others, sharing the work and the reward. Students should show a willingness to assist all members of the team in class, lab/shop and at the worksite.

Respect is recognizing dignity and value in others. Students demonstrate respect for themselves and others by displaying a professional image and using appropriate language at all times. Other traits include honesty, integrity and a willingness to admit mistakes.

Interpersonal Skills are those that allow good communication and comradery among co-workers. Students will maintain confidentiality. They will demonstrate the traits of empathy, patience, and tactfulness. Good communication will be practiced. Students will develop the ability to accept constructive criticism and avoid gossip.



At the Career and Technology Center we are preparing students for careers in a diverse and evolving global community.



Each program at the Carroll County Career and Technology Center (CCCTC) is approved by the Division of College & Career Readiness of the Maryland State Department of Education. Curriculum standards, competency profiles, and testing are a part of these approved programs that are based on industry standards. Evaluation criteria of these standards may include safety, proficiency, accuracy, efficiency, documentation, and professionalism. The standards are stated in competency profiles for each program. Competency profiles are available by contacting the CCCTC at 410 751-3669 and are found on the website: www.carrollk12.org/ctc

Opportunities beyond earning high school credit are available for all programs at CCCTC. The criteria for qualifying for these opportunities are regulated by the certifying agency or postsecondary institution. Additional information related to these opportunities is listed in the program of studies found on the CCPS website and is available by contacting the CCCTC school counseling department at 410 751-3669.

While the Professional Qualities Program outlined in this pamphlet describes the baseline attributes we expect of CCCTC students, some students go above and beyond that expectation. Students who make an extra effort to be professional may receive a silver coin from their teacher or other staff members.

These coins can be submitted to the administration so that the student can be entered in the **Leader of The Pack** drawing held at the end of each month. Selected students are honored on the Leader of The Pack bulletin board in the commons area and receive a small gift donated by our industry partners. A list of all students who have earned a coin that month is also displayed.

This program encourages students to act as professionals, and gives teachers and other staff a venue for positive feedback and recognitions of students. Through this effort we hope to have all students strive to be a CCCTC Leader of the Pack.



Leaders of the Pack



**THINK
SAFETY**
it couldn't hurt

Safety is of the utmost importance when working. Ensuring the safety of yourself and those around you allows everyone to get their work done without injury. The aspects of safety that are practiced at the Career and Technology Center are **Safety Habits and Work Area Organization**.

Safety Habits are the practices that prevent accidents. Use Personal Protective Equipment and operate machinery properly. Know the potential hazards of the workplace and be prepared in the event of an accident. Students will follow safety rules and approved procedures.

Work Area Organization ensures that equipment is accessible and that pathways are clear. Keep work areas clear of clutter and trip hazards. Students will organize school supplies and notes in the classroom. They will maintain their work areas in the lab/shop setting. Students will demonstrate effective time management skills.

Safety

Productivity

Productivity focuses on getting the job done in a timely manner. This is often called a person's work ethic. The aspects of productivity that are practiced at the Career and Technology Center are **Work Effort** and **On-Task Behavior**.

Work Effort means actively engaging in the task at hand. Focus on your job and do your best to complete it. Students will follow directions and work efficiently. They will stay on top of their tasks and complete homework and projects. Students will show a willingness to learn.

On-Task Behavior means that you are attending to the work at hand. Do not distract yourself or others from the completion of the job. Students will stay alert and attentive during all instructional times. They will show that they are paying attention and following the course of instruction efficiently.



Reliability focuses on keeping your word and completing what you've started. The aspects of reliability that are practiced at the Career and Technology Center are **Responsibility** and **Initiative**.

Responsibility means taking ownership of your actions. Be on-time to school and meet your deadlines. Communicate with those impacted if there is an issue. Students will show that they are willing to be held accountable for their actions and that others can rely on them. There will be no violations of any CCPS regulations, school rules or classroom procedures. This trait includes regular attendance and arriving on time.

Reliability

Initiative is being a self-starter. Do not wait for someone to tell you the next step, seek it out. If you finish one task, help out with another. Look for ways to improve the workflow or the product. Keep the class moving forward. Students will participate in class. They will demonstrate enthusiasm, a positive attitude and self-motivation.