



Hoosier Hills Career Center

Essential Expectations

EXPECTATIONS	INSTRUCTIONAL AREAS	COMMON AREAS (Hallways, Breakroom, Restrooms, Outside Campus)	COMMUNITY INVOLVEMENT (Internships, Competitions, Community Service)
PROFESSIONALISM ...is being reliable and setting your own standards.	<ul style="list-style-type: none"> *Keep your workspace organized *Listen for understanding *Keep group commitments 	<ul style="list-style-type: none"> *Share responsibility for your surroundings 	<ul style="list-style-type: none"> *Follow through on your commitments *Communicate professionally; verbally, non-verbally, and in writing
ACCOUNTABILITY ...is accepting responsibility for your actions and having the willingness to own outcomes of choices and decisions.	<ul style="list-style-type: none"> *Be rested, calm, and ready to learn *Arrive on time *Be reliable *Complete work on time *Check Canvas and email regularly 	<ul style="list-style-type: none"> *Be where you are supposed to be *Respect other classroom sessions being conducted 	<ul style="list-style-type: none"> *Finish what you start *Complete work on time *Think, plan, and work collaboratively
CITIZENSHIP ...is being respectful of other people, property, and giving back to the community.	<ul style="list-style-type: none"> *Understand what you do directly impacts others *Keep yourself and others safe 	<ul style="list-style-type: none"> *Leave it better than you found it *It's not just about you; it's about our school *Keep yourself and others safe 	<ul style="list-style-type: none"> *Make the places we live and work better *Encourage and appreciate the diversity and uniqueness of others *Keep yourself and others safe
KNOWLEDGE ...is understanding gained through learning or experience.	<ul style="list-style-type: none"> *Ask and answer questions that help your learning and the learning of others 	<ul style="list-style-type: none"> *Use language that is appropriate for school and workplace 	<ul style="list-style-type: none"> *Learn from the community *Offer your work ethic and knowledge to the community
EMPOWERMENT ...is the process of becoming stronger and more confident.	<ul style="list-style-type: none"> *Share ideas and thoughts to encourage others *Understand the variety of needs within the classroom community 	<ul style="list-style-type: none"> *Manage your own behavior *Treat others kindly, respectfully, and expect to be treated the same 	<ul style="list-style-type: none"> *Value yourself and others in personal and professional settings *Add something positive through your presence
DETERMINATION ...is the quality that you show when you have decided to do something and you will not let anything stop you.	<ul style="list-style-type: none"> *Seek help when needed *Participate in class *Strive for your personal best 	<ul style="list-style-type: none"> *Maintain a positive atmosphere for all 	<ul style="list-style-type: none"> *Learn the expectations of your specific situation

We are here to prepare students for...

College, Career, and Beyond!

