**CTED 4343 Project #4**

**Learning Activity Package (Packet)**

**Jennifer Johnson - FACS-ED**

**Class Period: 50 Minutes**

**Format of Curriculum Delivery: Flexible/Individualized**

**Learning Activity Package for Workplace Ethics (Chapter 9)**

**Objectives:** After studying this section, you will be able to:

* Explain why ethics are important in the workplace
* Describe ways to behave ethically in the workplace

Related Unit of Instruction: Joining the Workforce - Unit 9

**Pre-Requisites:** Workplace Self-assessment (Chapter 1), Exploring Careers (Chapter 1), Setting Goals (Chapter 2), Entrepreneurship (Chapter 4), Finding a Job (Chapter 6.1 and 6.2), Interviewing (Chapter 7), Beginning a New Job (Chapter 8)

**Approximate time of completion:** 90 minutes

**Rationale for LAP:** Ethical behavior is critically important to success. Employers expect their employees to be honest. This LAP will explore the effects of unethical behavior and how to handle unethical practices.

**Criteria for Successful Completion**: Students must successfully complete all assignments on the LAP Checklist with 80% accuracy.

**Vocabulary List:**

Ethics (p. 181)

Confidentiality (p. 185)

Prejudice (p. 187)

Cooperativeness (p. 174)

Initiative (p. 176)

Responsibility (p. 177)

Self-Management (p. 178)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Completion** |  | **Assignment** | **Location/Resource** | **Learning Style** |
|  | DO | Workplace Ethics IQ Quiz | Assignment Sheet 1 in LAP Packet | Visual |
|  | DO | Reviewing Key Terms | Assignment Sheet 2 and Career Orientation Textbook Page 181-190 | Visual |
|  | DO | The Pizza Place | Assignment Sheet 3 in LAP Packet | Visual and Kinesthetic |
|  | DO | ETHICS IN THE NEWS | Assignment Sheet 4 in LAP Packet PLUS you will need 2-3 newspapers. | Kinesthetic |
|  | WATCH | Watch Business Ethics Video | Video #CO-5 in FACS library. | Auditory |
|  | DO | Chapter 9 Test | Page 29 in Career Orientation Testing Booklet | Visual |

**Job Sheet for Workplace Ethics Learning Activity Packet**

You may proceed to the Workplace Ethics Learning Activity Packet upon completion of the following units: Workplace Self-assessment (Chapter 1), Exploring Careers (Chapter 1), Setting Goals (Chapter 2), Entrepreneurship (Chapter 4), Finding a Job (Chapter 6.1 and 6.2), Interviewing (Chapter 7), Beginning a New Job (Chapter 8)

Complete the Workplace Ethics Learning Activity Packet in the following order:

|  |
| --- |
| 1. Workplace Ethics IQ Quiz |
| 1. Reviewing Key Terms |
| 1. The Pizza Place |
| 1. ETHICS IN THE NEWS |
| 1. Watch Business Ethics Video |
| 1. Chapter 9 Test |

Supplies: You will need a pencil, calculator, 2-3 recent newspapers, construction paper, tape or glue, scissors, and access to a TV or Computer with ability to play a DVD.

Rubric for Completion

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1 | 2 | 3 |
| Completion | All 4-5 components of LAP not completed | 1-2 components of LAP not completed | ALL 6 LAP components completed. |
| Accuracy | 60% or less scored on LAPS overall. | 61%-79% scored on LAPS overall. | 80% or better scored on LAPS overall. |
| Timeliness | LAP not completed. | LAP completed 1-2 days late. | LAP completed by deadline |

Post Test – Chapter 9 Test included in packet

Answer Sheet – Answer key included in packet

**Pre-Test**

**Workplace Ethics IQ Quiz Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_**

**Instructions**

Read each situation and choose the answer that most closely represents what you would do. Write your answers down on a piece of paper.

**1. You are concerned that a co-worker is lying on her time card. Even though it doesn’t impact you directly, it still makes you angry. You:**

a)    Sneak a peek at her confidential files to find out. After all, if she’s lying, you could save the company a lot of money by getting her fired.

b)    Discuss your concerns with your supervisor and let her handle the situation.

c)    Pretend you know nothing about it. It really isn’t your business anyway.

**2. After making you promise not to tell anyone, a co-worker confides in you that she is being sexually harassed by a superior. You:**

a)    Keep your promise but approach the person who has been harassing her. You let him know that you won’t stand for this and if he doesn’t stop, she’ll sue.

b)    Explain that you can’t keep your promise and report the issue to Human Resources to investigate.

c)    Provide her with personal support and keep your promise.

**3. Your supervisor asks you to sign off on a report that you don’t really understand. You:**

a)    Sign it. If your boss asks you, it must be fine.

b)    Ask someone with more knowledge to help explain the information in the report. Once you are comfortable with it, you’ll be happy to sign off.

c)    Tell your boss that you can’t sign it. If the document is valid, why can’t she sign it herself?

**4. Your boyfriend is going on a business trip to London and he invites you to tag along. You really want to go but you don’t have the vacation hours. You:**

a)    Call in sick for a few days. They can’t argue with the flu.

b)    Tell your supervisor about the opportunity and ask if you can take unpaid leave. If not, you’ll just wait until next time.

c)    Tell your boss that there was a family emergency and you had to go to London. Hey, it’s half-true! This is the kind of opportunity doesn’t happen every day.

**5. A potential client asks a question that, if you tell the truth, will make you lose the sale. You:**

a)    Tell a little white lie. You need this sale. There’s no way you’re letting it go now.

b)    Explain the truth of the matter and offer solutions as best you can.

c)    Dodge the issue and try to be vague in your answer. There’s no sense in wasting all the time you’ve already spent with this customer.

Quiz Courtesy of www.Eatyourcareer.com

REVIEWING KEY TERMS NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Read chapter 9. On a separate sheet of paper, write a paragraph about the qualities employers seek in employees. Use each of the key terms.

Ethics (p. 181)

Confidentiality (p. 185)

Prejudice (p. 187)

Cooperativeness (p. 174)

Initiative (p. 176)

Responsibility (p. 177)

Self-Management (p. 178)