

Studio Habits Categories and Scoring

The **Studio Habits** scores are based on how an individual student functions as a learner in the classroom. I have students with fantastic habits who could function well in a high school classroom now and I have students with poor habits for whom I am concerned about whether they are ready for a high school classroom. The Studio Habits scores are **my message to students and families about what I see and something to consider in deciding whether a conversation about approach to learning is needed.** I would encourage the discussion to start with the student, but I am available to participate if my input is requested. The Studio Habits scores are a total of **ten percent of the quarterly grade and I will drop them from the grade calculation at family request.**

Any student who plans a dramatic improvement in their Studio Habits should **send me an email telling me what changes to expect** and alerting me to notice the improvement. I am **very open to changing scores for individual students who notify me and follow through with their intentions.**

"We are what we repeatedly do. **Excellence**, then is not an act, but a **habit.**" (Will Durant)

"**Learning how to think** really means learning how to **exercise some control** over how and what you think. It means being conscious and aware enough to **choose what you pay attention to** and to choose how you **construct meaning** from experience." (David Foster Wallace)

Score/9	1	3	6	9
Observation	Missing	Poor	OK	Excellent

Be RESPECTFUL:

TEAMWORK: I contribute to the success of the team, assist others, and request help when needed. (PERS)

DIVERSITY AWARENESS: I work well with all customers and coworkers. (PERS)

SPEAKING AND LISTENING: I follow directions and communicate effectively with customers and fellow employees. (PROF)

CONFLICT RESOLUTION: I negotiate diplomatic solutions to interpersonal and workplace issues. (PERS)

SELF-REPRESENTATION: I dress appropriately and use language and manners suitable for the workplace. (PERS)

CUSTOMER SERVICE: I identify and address the needs of all customers, providing helpful, courteous, and knowledgeable service. (PROF)

Be RESPONSIBLE:

TIME, TASK, AND RESOURCE MANAGEMENT: I organize and implement a productive plan of work. (PROF)

READING AND WRITING: I read and interpret workplace documents and write clearly. (PROF)

MATHEMATICS: I use mathematical reasoning to accomplish tasks. (PROF)

INFORMATION TECHNOLOGY: I use computers, file management techniques, and software/programs effectively. (TECH)

CRITICAL THINKING AND PROBLEM SOLVING: I analyze and resolve problems that arise in completing assigned tasks. (PROF)

CREATIVITY AND RESOURCEFULNESS: I contribute new ideas and work with initiative. (PERS)

POSITIVE WORK ETHIC: I come to work every day on time, willing to take direction, and motivated to accomplish the task at hand. (PERS)

LIFELONG LEARNING: I continually acquire new industry-related information and improve my professional skills. (PROF)

JOB ACQUISITION AND ADVANCEMENT: I prepare to apply for a job and to seek promotion. (PROF)

Be SAFE:

INTEGRITY: I abide by workplace policies and laws and demonstrate honesty and reliability. (PERS)

HEALTH AND SAFETY: I follow safety guidelines and manage my personal health. (PROF)

JOB-SPECIFIC TECHNOLOGIES: I select and safely use technological resources to accomplish work responsibilities in a productive manner. (TECH)

INTERNET USE AND SECURITY: I use the Internet appropriately for work. (TECH)

TELECOMMUNICATIONS: I select and use appropriate devices, services, and applications. (TECH)

ORGANIZATIONS, SYSTEMS, AND CLIMATES: I identify "big picture" issues and my role in fulfilling the mission of the workplace. (PROF)