



Georgia Department of Technical
and Adult Education

Module 1

ATTENDANCE

WORK ETHICS MODULES

LESSON TITLE: *Attendance*

INTRODUCTION: Upon completion of this lesson, students will understand the importance of attendance in the classroom and workplace. In addition, the objectives listed below should be met.

OBJECTIVES:

- Understand the importance of punctuality/attendance
- Attend/leave class on time
- Notify instructor in advance of planned absences
- Make up assignments punctually

EQUIPMENT AND MATERIALS:

Module 1 Attendance

MODULE OVERVIEW

A student's attendance behaviors affect the success of that individual, the class, or business. Employer expectations, like that of an instructor, are simple – be present and on time. And should circumstances arise that cause one to be absent or late, call and let a supervisor/teacher know. This module examines instructor and employer expectations, student obligations, and the negative outcomes of poor attendance. In addition, the student will have an opportunity to focus on attendance behaviors by participating in various activities chosen by the instructor.

ATTENDANCE/PUNCTUALITY

A student or employee's attendance and punctuality behavior affect the success of that individual, the class in which they are enrolled, and the business in which they work. At this institution, a student is expected to attend class every day of the quarter and to be on time for each class he or she attends. That is no more or no less than what an employer expects of an employee. This institution is training future employees; therefore, our standards are much the same as employers you may find yourself working for in the future.

A student's success is directly related to his or her attendance and punctuality. A student who is not in class cannot learn. No matter the career choice, skills and techniques to pass the course and be successful on the job are taught in the classroom or lab. A student who is late for class is disruptive to the instructor, to fellow classmates, and to his own learning ability. Excessive absences or tardiness shows poor planning and preparation, and lack of motivation and commitment on the part of the student. The attendance policy may be found in the student handbook.

An employer expects his or her employee to be at work and on time every day. An employee who is not at work costs the employer money in several areas. First, employees who **are** at work oftentimes must do their job and that of the absent employee. Second, the increased workload enhances the possibility of job-related accidents and deteriorates employee moral. Third, additional workload and paperwork is required by personnel departments to maintain sick leave hours, hours without pay, payroll deductions for the tardiness, and so on. Other costs may be associated with absenteeism and tardiness of employees depending on the nature of the business. Therefore, employers are concerned with the attendance and punctuality of you, the student, as it very well may indicate what they can expect of you, the employee. Your instructor will use your attendance and punctuality records as a reference for potential employers, should they ask for the information.

As a student, you have obligations to your instructor much like you will have to your employer. In an ideal world, no one becomes ill, the car always works perfectly, and babysitters can always be relied upon. However, this institution recognizes that situations may occur which will prevent a student from attending class each and every day of the quarter. In instances where you are going to be late or must be absent from class, you are obligated to inform your instructor of the situation – just as you would an employer. Most employers do not tolerate employees who simply do not show up for work and fail to call in prior to start of the workday. Many employees have been fired for just such behavior. Your instructor cannot fire you from class. However, he or she will follow the attendance policy and terminate you based on your attendance record if the situation so warrants.

Likewise, a student is not expected to leave class prior to the end of a class period. Each course requires a student to participate in classroom or laboratory assignments for a specific period of time, based on the credit hours earned. When a student leaves

class early, not only is he missing instruction or lab time, but also he may well miss out on future assignments, instructions, and important class information. The same is true of your future employers. Leaving work early may cause you to miss out on production or lose customers who dropped by at the end of the workday, depending on your career choice. Individuals with good work ethics leave work, or class, when their assignment is finished and not when they feel like leaving. Doctor visits, dentist visits, and so on, may occur during work or school hours. These should be spaced out; you should not have more than one routine appointment scheduled in one month's time at work. Please schedule all appointments on the days that you are not supposed to be at school. Regardless of the situation, you should always let your immediate supervisor or instructor know any dates in advance that you will be absent or tardy.

Work missed during times of absence should be made up in a timely manner. Each instructor has his or her own definition of timely so make sure you ask if he or she doesn't tell you. Some assignments may not be the type which can be made up if you are absent. Thus, it becomes increasingly important to advise your instructor of any known absences you will have as soon you know about them.