



Section I ← → Explanation of goals and expectations of behavior

1. Overall Goals

I will:

- ▶ Develop positive relationships with my peers and the staff members.
- ▶ Demonstrate a positive attitude toward my work.
- ▶ Complete all assignments on time.
- ▶ Show respect, courtesy, and consideration for others.

2. Daily Goals

ATTENDANCE: How you demonstrate a serious commitment to the program.

- ▶ I will be on time to class every day.

APPEARANCE: How you present yourself.

- ▶ I will wear clean, neat, appropriate attire and practice good personal hygiene.

RESPECT: How you treat others.

- ▶ I will treat others with respect and common courtesy.

LEADERSHIP/TEAMWORK: How you interact with others and develop your social skills.

- ▶ I will get involved, cooperate and communicate effectively with my teammates, my instructor and other program members.

ON-TASK: The quality of your work.

- ▶ I will complete each day's work as instructed and on time.

MOTIVATION: How you approach the program goals and objectives, and learning in general.

- ▶ I will have a positive attitude about learning new things and do my very best each day.

For staff use only (provide return information or attach sticker here.)

Staff Contact _____	Organization _____
Mailing Address _____	City/State/Zip _____
Fax _____	Phone _____

****REMINDER:**

- ✓ Please check to make sure that all information is complete
- ✓ All forms are signed
- ✓ Please return to the local site address on the left.

