

Essential Learning Skills and Work Habits

Well-developed learning skills and work habits can often help improve your academic achievement and help prepare you for success beyond school.



Responsibility

- Completes assignments on time
- Completes project work on time and with care
- Takes ownership for personal share of work
- Ask questions when not clear to get to understanding
- Designs created consider safety, ergonomics, and sustainability
- Follow through with assigned project design tasks



Organization

- Demonstrates the ability to organize and manage work
- Comes to class prepared and with appropriate materials
- Follows a plan, steps or procedures to complete task
- Manages time effectively
- Use SPICE to effectively solve project challenges
- Clarify the challenge prior to solving the solution



Independent work

- Begins to work promptly and use time effectively
- Seeks new opportunity for learning
- Seeks Assistance when required
- Accomplishes tasks independently
- Takes the initiative to find solutions to challenges
- Focus on design solution rather than the problem



Collaboration

- Works willingly and cooperatively with others
- Contributes to group or class discussions
- Share tasks fairly with others in group
- Solves problems with others input and support
- Share design ideas to improve and refine solutions
- Use team work to design and build complex ideas



Initiative

- Demonstrates an interest in course materials and projects
- Accepts various roles and tasks
- Always participates actively
- Approaches new learning ideas and concepts with confidence
- Makes decisions to move forward with project designs
- Research ideas to be knowledgeable about your design challenge



Self-regulation

- takes the initiative to work on homework
- Regularly review and study notes
- Displays exceptional work skills
- Participates in required activities
- Break down project tasks to complete successfully
- Be consistent with your design focus