

## **Traits of Highly Successful People Foundation Level – Level 1**

### Purpose:

The Traits of Highly Successful People are behaviors that are the foundation to your success. We believe that these behaviors are critical for success in the Academy for College Excellence (ACE) program, in your academic and work careers, and in your overall life. Since part of the ACE's focus is to prepare you for successful careers in high-wage and high-demand jobs we are going to focus on developing these traits which will become increasingly important to your success in paid internships. In addition, your development of these traits is critical to the reputation that the Academy develops with our community partners who provide the internships. Examples of these traits are:

- being on-time,
- making and keeping agreements,
- respecting your teachers and one another,
- being honest,
- completing assignments and tasks, paying attention, being focused and following directions,
- acknowledging and honoring others,
- fully participating in activities,
- working effectively in teams, and
- dealing constructively with conflict.

### Progress in Developing Traits:

It is the responsibility of the Academy program to help you develop these traits. However, it is your choice whether to adopt these traits and how fast to progress. Yet it is the Academy's responsibility to determine if you are progressing favorably in developing these traits and to see standards for level of attainment that is required to advance in the Academy program. For example, to progress from the Foundation Course to the Bridge Semester program you will need to successfully attain Level 1 (the Foundation level).

### Structure

Over the next two weeks in the Foundation Course we will focus on two of the Traits of Highly Successful People:

1. Being on Time
2. Making and Keeping Agreements
3. Being honest and respecting one another

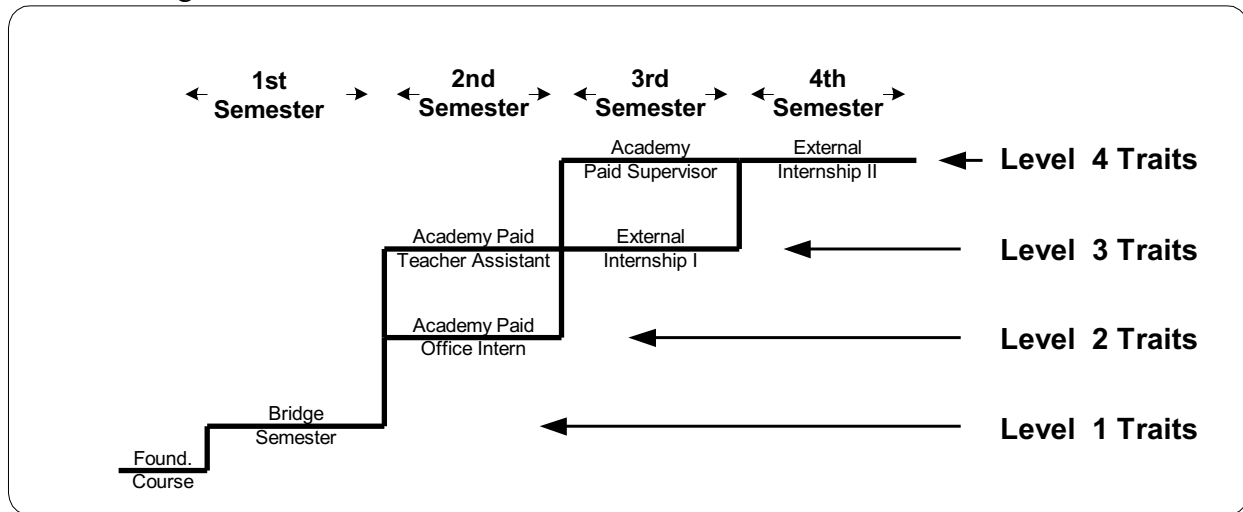
Other traits are described in the Traits for Successful Students which is included in each of your Academy class syllabi. All these traits are important to becoming a successful college student. After you have incorporated all the traits for becoming a successful student, we will add more traits as you progress to higher levels in the Bridge Academy program.

### Progression of Levels

To continue in the Academy program, i.e. enrolling in the Bridge Semester, beginning paid internships, becoming a paid teacher's assistant in the program, becoming a paid supervisor in the Academy program, etc. you will need to obtain the appropriate level of Traits in order to be eligible for the position. Please see Table 1 below.

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Table 1 – Progression of Levels



To be eligible for higher levels of success and rewards in the Bridge Academy program you must successfully attain the appropriate Trait level, you must also apply to the next level and be accepted into the program. It is your choice to adopt these traits which allows you to successfully progress in the Bridge Academy program.

### Measurement:

The two traits, Being on Time and Making and Keeping Agreements, will be measured by your instructor's evaluation of your attainment of the traits.

### Being Absent from Class:

Students are allowed one unexcused absence in this two week class. If you are to miss any part of Foundation Course class over the three weeks because of a previous appointment or engagement e.g. a doctor's appointment, then you must talk to Diego by noon time on Tuesday, August 31<sup>st</sup> to let him know of this commitment. Otherwise it will be considered an unexcused absence.

### Passing the Foundation Course and Progressing to the Bridge Semester Program:

You must pass the Foundation Course (receive credit) – which takes place in the next two weeks – to progress to the Academy's Bridge Semester which starts on Monday, September 13<sup>th</sup>. In addition, you must complete a Bridge Semester application, sign the Bridge Semester Agreement to enroll, and complete the two Foundation Course papers.

If you don't pass the Foundation Course in these next two weeks you can enroll for the Spring 2005 semester program which starts in February 2005.

To pass the first week you must obtain a score of 0 or above for each of the traits.

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### Instructor's Evaluation Measurements

Student Name: \_\_\_\_\_

<b>TWO BEHAVIORS FOR SUCCESS:</b>								<b>TOTAL</b>
<b>1. Being on Time:</b>								
<input type="checkbox"/> First thing in the morning	-3 10+ min. late	-2 5-10 min. late	-1 1 min. late	0 On-Time			+2 Volunteer 30 minutes in Academy Office	
<input type="checkbox"/> After Breaks	-3 5+ min. late	-2 1-5 min. late	-1 0-1 min. late	0 On-Time			+2 Volunteer 30 minutes in Academy Office	
<b>2. Making and Keeping Agreements</b>								
<input type="checkbox"/> Personally left voice mail 30 minutes before class begins about being late first thing in the morning with an excused reason (not a time management issue)		-2 No		0 Yes (with excused reason)			+2 Volunteer 30 minutes in Academy Office	
<input type="checkbox"/> Personally informed Diego before leaving for break about being late after the break		-2 Did not inform Diego		0 Informed Diego			+2 Volunteer 30 minutes in Academy Office	
<input type="checkbox"/> Cell phone interruption		-2 Yes					+2 Volunteer 30 minutes in Academy Office	
<input type="checkbox"/> Moving parked car		-2 Leave class to move car					+2 Volunteer 30 minutes in Academy Office	
<input type="checkbox"/> Turn in Papers on time		-2 Each late paper					+2 Volunteer 30 minutes in Academy Office	