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Q.1. How work ethics can make a person a valuable asset to a professional organization.

In simple terms, work ethics means the moral value in association with the specific accountability of an individual towards the responsible discharging of his duties.

In an ever tightening labor market where it is becoming increasingly difficult to hire or even discover superstar talent; we need to realize that there are certain qualities that make employees top talents in any organization. Work ethics is one of these qualities that usually get over looked because of which people fail to understand its importance and how it can help one become valuable assets in their industry of choice.

Strong work ethics is an encapsulation of various qualities like professionalism, punctuality, loyalty, integrity, dedication, discipline, motivation and a lot more of these really good sounding terms. More often than not it also decides the fate of an organization as in if ethics are compromised upon at the top then the propensity of that behavior being copied down through the organization stands high.

A few ways examples of good work ethics are as follows:

- **Punctuality** – This one holds really high among necessary ethics at a workplace. It is said that 90% of success is showing up. Employee tardiness takes a toll not just on productivity but also on workplace morale signalling lack of commitment. Employees need to schedule their travel, meetings, deadlines etc. to be in the best practice of punctuality thereby minimizing bad elements like procrastination, delays and thereby increasing quality time spent at work.
- **Focus** – Staying focused at the task in hand is one of the greatest challenges employees seem to face in today's work environment especially when you have endless distractions around. Gossiping employees, cell phones, stress and fatigue, not prioritizing tasks are all a few examples of how one can easily lose focus at work. It is imperative to understand these situations and work hard on bringing back focus on priorities so as to end the day constructively.
- **Dedication** – Dedication and staying focused sort of works hand in hand. You need to stay focused in order to be dedicated to the work you're carrying out. Staying dedicated for a day keeps you on the right track, upholding the dedication for weeks and months puts you on the track for prolonged success in that it leaves you disciplined and resilient in the face of any obstacles in your way. You're left with a sense of ownership which level once reached enables you to carry the task at hand to fruition.
- **Professionalism** – One of the most important qualities is how to be a thorough professional. It shows a great deal about how serious an employee treats his work to be. It is about being capable of seeing the bigger picture, realizing the greater benefits of

work, being a team player rather than being individualistic, being responsible for one's actions, staying positive in times of difficulties and doing their job to the best of their abilities.

- **Personal improvement** – A good employee is one who constantly upgrades and updates himself striving to be better than he was yesterday. An incessant hunger and a die hard passion drive him to excel not just at work but generally in life. Monotony tends to kill the growth drive in an employee and once this negative development begins to take form it leads to stagnation which is unpleasant. Therefore a constant undying desire to improve helps a great deal in remaining focused and dedicated.
- **Initiative** – Successful employees and great leaders are the ones who take initiatives and act on them. The ability to act independently is a crucial element of having a good work ethic —no matter how talented someone is if they need to be micro-managed, they'll hold your team back.
- **Productivity** – Maintaining all the above qualities would be of no use if ultimately the numbers don't show qualitatively and quantitatively, which all boils down to the term 'productivity'. All that matters to an organization at the end of it is its productivity which decides the results and profits for the organization. Candidates with a good work ethic find a way to get the job done, no matter the challenge, no matter how they are feeling that day.
- **Being Positive and Helpful** – Small businesses often have a close, tightly knit, familial atmosphere. It is natural to experience some growing pains or rough days. In general, your employees should have a positive attitude and be willing to help each other out. Negativity and dissent can spread like a disease and damage workplace morale and productivity. Employees should show initiative to make themselves useful and act as teammates to one another.
At the same time, this does not mean that an employee should refrain from offering constructive criticism or from pointing out a real problem. Employees should be assertive, but should also learn to frame their concerns in a way that does not attack other employees and that offers solutions to current challenges.
- **Good Communication Skills** – Strong interpersonal skills can help form cohesive teams among employees and make handling challenges easier. Employees should learn how to communicate effectively in email, by phone and in-person. In addition, it's also important for employees to learn how to present negative information in a constructive way.
- **Crafting a Professional Appearance** – Related to interpersonal skills is an employee's outward appearance. If the job calls for professional attire, the employee should dress the part. Strong interpersonal skills involve understanding office politics – the employee should know when to speak up and when to listen.

In summary, having a strong work ethic involves upholding the values and goals of the company by performing your job to the best of your ability. It means focusing on completing assigned

tasks on time. An employee with a strong work ethic is professional in attitude and appearance. They honor their employment agreement by working the required hours, which may involve overtime to meet deadlines. They also understand the significance of how their role fits within the company. While they are primarily focused on performing their role, their main focus is helping their company succeed.

Q. 2. The process of service-learning provides academic benefits, ethical benefits and social benefits. Discuss with examples.

Benefit of Service Learning for Student and Communities:

BENEFITS FOR STUDENTS	Emotional satisfaction	Increased satisfaction with learning, process of knowledge acquisition
		Appeared satisfaction with possibility to provide help
	Academic benefits	Increased interest in the subject studied
		Improved attendance
		Increased learning
		Increased motivation
		Acquired knowledge and cognition
		Course material learnt better
		Increased reflection
	Strengthening of thinking abilities	Improved critical thinking
		Improved ability to envisage and analyze different attitudes, understand complexity of various problems
		Improved ability to apply the gained knowledge
	Reinforcement of citizenship attitudes and competences	Increased civic and social responsibility of students
		Strengthened attitudes of voluntary help, desire to help, empathy
		Increased tolerance
		Improved ability to solve community problems
		Improved ability to solve conflicts
		Improved interaction and cooperation skills
	Personal development	Strengthened leadership competences
Improved self-understanding		
Increased self-confidence		
Increased self-esteem		
Improved ability to cope with emotions		
Help for communities	Strengthened rethinking of personal standpoints	
	Possibility for communities to provide more and better quality services	
	Communities receive real help	
	Possibility to start new projects	
Cooperation	New insights and ideas to solve problems	
	Ties of partnership with university are strengthened	
BENEFITS FOR COMMUNITIES	Emotional support for target groups communities take care of	Motivation increases
		Self-esteem increases
		Involvement of target groups into activities within communities becomes more intense
		Target groups receive emotional satisfaction
		Life quality of target groups improves

The process of service learning provides academic benefits, ethical benefits and social benefits. The academic benefits include the curricular activities that are undertaken by the students to bridge between their studies and practical applications. Ethical benefits include the development of capability to cater the needs of a community or society. Social benefits include

exposure of the students to various social problems to work with public interest and self-confidence.

LEARNING OUTCOMES:

- Positive impact on students' academic learning
- Improves students' ability to apply what they have learned in "the real world"
- Positive impact on academic outcomes such as demonstrated complexity of understanding, problem analysis, problem-solving, critical thinking, and cognitive development
- Improved ability to understand complexity and ambiguity.

PERSONAL OUTCOMES:

- Greater sense of personal efficacy, personal identity, spiritual growth, and moral development
- Greater interpersonal development, particularly the ability to work well with others, and build leadership and communication skills

SOCIAL OUTCOMES:

- Reduced stereotypes and greater inter-cultural understanding
- Improved social responsibility and citizenship skills
- Greater involvement in community service after graduation

CAREER DEVELOPMENT:

- Connections with professionals and community members for learning and career opportunities
- Greater academic learning, leadership skills, and personal efficacy can lead to greater opportunity

RELATIONSHIP WITH THE INSTITUTION:

- Stronger relationships with faculty
 - Greater satisfaction with college
 - Improved graduation rates
- ❖ Grasp and understanding interdisciplinary and theoretical knowledge of a discipline.
 - ❖ Understand apply and adjust strategies to solve problems by means of appropriate methods and technologies.
 - ❖ Communicate and work in group and in front of audiences.
 - ❖ Understanding professional responsibilities to the ethical, legal, and security level and draw a solution.
 - ❖ Understanding social aspects and give them appropriate solution.
 - ❖ Rise awareness for the continuous acquisition of relevant knowledge.
 - ❖ It allows students to link themselves with future labor performance contexts.
 - ❖ It raises their pedagogical awareness.
 - ❖ It favors the development of a more realistic perception of the teaching profession.
 - ❖ It build their confidence when performing their profession.
 - ❖ It promotes the educational dialogue with teachers etc.

- ❖ Develop a strong sense of social responsibility for the youth of the partner middle school.
- ❖ Students able to incorporate their practical, on-site learning with their academic study.
- ❖ Some students may find practical experience more educational than their classroom study.
- ❖ Provides a sense of achievement for the student.
- ❖ Provides knowledge and confidence to enter the “real world”.
- ❖ Increases student’s ability to work and learn independently.
- ❖ Develops functional skills – communication, assertiveness, problem solving.
- ❖ Creates better relationships with faculty.
- ❖ Allows insight into personal strengths and weaknesses.

Q. 3. Explore the link between civic virtues and civic education. How Civic education helps in building character.

Link Between Civic Virtues and Civic Education:

Citizenship has a number of different potential meanings, ranging from a person’s legal status within a country to their civil, political, or social standing within a community to the set of behaviors that represent a particular ideal of civic virtue. Civic education is hence an equally broad concept. It can cover solely the specific rights and duties of legal citizens, but usually it is used more capaciously to indicate the knowledge, skills, and attitudes that children are expected to learn to be virtuous and civically productive members of society. Citizenship and civic education are key concepts in philosophy of education because their meanings, aims, and practices are so contested, both among philosophers and among actors on the ground like parents, educators, politicians, students, and members of diverse cultural groups. This entry begins by addressing different conceptions of citizenship, including emerging concepts of digital and global citizenship. It then transitions to the relationship between citizenship and civic education, explaining why civic education is needed and how its aims and functions vary in relation to a country’s form of government. Given democracy’s global ascendancy, the bulk of the entry discusses why even within democratic contexts there is significant contestation over civic education’s purposes and practices. The entry ends by clarifying that civic education takes place in multiple settings, not just schools, although schools do pose particularly interesting challenges to philosophers of education.

Civic virtue has become vital component in curricular activities thus imparting good and fair conduct of the student community. Civic virtue is closely associated with civic education on the basis of development of moral values and principles for the constitution of democratic organizations. The civilized social culture of a community could be achieved through the interaction between civic virtue and civic education. The possession of consolidated civic virtue that has been impartially given by the civic

education, enables a academic student to increase the intellectual thinking and reasoning for his academic proficiency.

Each of us should strive to be a citizen that is actively involved in our governance. Civic education is not limited to participation in politics and society, it also encompasses participation in classrooms, neighborhoods, groups and organizations. In civics, students learn to contribute to public processes and discussions of real issues. Students can also learn civic practices such as voting, volunteering, jury service, and joining with others to improve society. Civics enables students not only to study how others participate, but also to practice participating and taking informed action themselves.

Civic education empowers us to be well-informed, active citizens and gives us the opportunity to change the world around us. It is a vital part of any democracy, and equips ordinary people with knowledge about our democracy and our Constitution. For example, voting is a major responsibility every citizen should take advantage of.

Civic Education Helps in Building Character.

There are several reported benefits of civics education:

- **College and career readiness.** Youth exposed to service learning through civics courses are more likely to go to college than those who were not. Additionally, high-quality civics activities foster the collaboration, communication, and critical thinking skills in demand by employers.
- **Civic knowledge attainment and efficacy.** Youth participating in high-quality civics education or action civics have more confidence in their ability to make informed political decisions, increased knowledge about history and how to register to vote, increased ethical awareness and empathy, and a positive belief that their vote matters. Some parents' political knowledge also increased as a result of their children's civic engagement.
- **Increased free expression and deliberation.** Youth have higher electoral engagement, political knowledge, and informed voting when parents and teachers encourage them to discuss current events or controversial topics, and express opinions and disagreements.
- **Long-term civic commitment, participation, and life satisfaction.** The more teens are exposed to high-quality civics education and community service in high school and through extracurricular activities, the more likely they are to volunteer and vote and have higher life satisfaction. In turn, civic participation may also foster educational opportunities and engagement. And, youth, regardless of race, gender, or ethnic background, are more likely to commit to democratic goals if they felt a sense of belonging and if teachers practiced a democratic ethic at school.
- **Community economic health.** There is a correlation between civic engagement levels and a community's economic health and resilience.
- **Dropout prevention and improved school climate.** Civics education is correlated with a decreased dropout rate and a safe school environment.

Character building and molding is the best aspect of civic education for shaping the personality character of a student or an individual. The typical model character and moral discipline that are the essential parts of civic virtues, could be infused in the minds of young children and adolescent individuals to prevent any moral deviation only through the proper civic

Education. By various methodological procedures and programs, moral virtues could be effectively taught from the primary level of students for the proper stabilization of virtues in the conduct of a individual. So, the civic and civilized status an individual person may be much upgraded in terms of his social awareness.

Q. 4. Discuss various strategies to cultivate the virtue of respecting others.

Respect is honoring the worth or dignity in a person or process. When we respect others, we take their preferences and ideas seriously. We thoughtfully weigh our own insights and experiences against theirs. Respect is merited particularly by those who are our elders, because knowledge, insight and wisdom often are hard won through a lifetime of discipline and learning. Cultivating respect as a virtue does not mean insisting that all ideas, beliefs, or actions are respect-worthy. It does mean that we recognize the basic human dignity of others, even when their ideas or values are different than our own. A general attitude of respect also assumes that each person has something to teach us if we are willing to learn.

To feed men and not to love them is to treat them as if they were barnyard cattle. To love them and not respect them is to treat them as if they were household pets.

(Mencius)

The secret of education is respecting the pupil.

(Ralph Waldo Emerson)

Respect commands itself and it can neither be given nor withheld when it is due.

(Eldridge Cleaver)

Before and after practicing Judo or engaging in a match, opponents bow to each other.

Bowing is an expression of gratitude and respect. In effect, you are thanking your opponent for giving you the opportunity to improve your technique.

(Jigoro Kano)

Various strategies to cultivate the virtue of respecting others:

Listen:

Listening to what another person has to say is a basic way to respect them. Everyone wants to have their say. Everyone wants to feel that they're being listened to. Whether they have something profound to say is not the point. People want to be heard... period.

When you give another person your time and your focus and your ear, you validate them. Which conveys respect.

The provision of human rights begins when those who have not listened to a particular segment of society begin to listen. All social change begins with dialogue. Civil dialogue.

Until you listen to another person's concerns, you will not know who they are and what's important to them. Respect begins with **listening**.

Affirm:

When we affirm someone, we're giving evidence that they matter. That they have value. That they're important. And that they're worthy of respect. Simply affirming someone virtually guarantees that you respect them. To affirm someone, you just have to notice something positive about that person and verbalize this observation.

"You've shown great determination over the past 2 years to get your business off the ground."

"You were incredibly patient and understanding when dealing with that difficult situation."

"You make me smile every time I see you."

You may not respect every aspect of who they are and what they do, but you can give them appropriate respect at the level that affirms them. Affirmation is a key way of showing respect to others.

Serve:

English-American poet W.H. Auden once said that, "We are all here on earth to **help others**; what on earth the others are here for I don't know."

Life on earth is about serving others. In fact, our professions, our careers, and our jobs should revolve around a desire to serve others. To give back to others.

To use **our talents** and abilities to make life better for others.

Serving shows that we care. And caring shows that we respect. Serving is an important element in showing respect.

Be Kind:

Though kindness and service are first cousins, they aren't identical. We can serve without being kind. But it's very difficult to be kind without serving.

When we're kind to someone, we're giving of ourselves. We're giving something they can use. Maybe something they need. Maybe something they need desperately.

Kindness is an expression of respect. Respect for the fact that someone else is simply in need. We have all been in need. And what a relief it was when someone showed us kindness. Kindness is a tangible way of showing respect.

Be Polite:

It's appalling to witness the decline of politeness in the modern world. Whether it's on the highway, at the grocery store, in the parking lot, on the athletic field, on Facebook, or in political rhetoric – polite discourse and interaction is rapidly becoming a lost art.

Yet, it's so easy to be polite. And it's so inexpensive too. An act of politeness can literally change a person's day. It can even change a person's life.

It can lift their spirits instantly. It can help them press on through what may be difficult. Some cultures in the world are known for their politeness. Other cultures are known for their rudeness.

Which communicates respect and which doesn't? If you want to show respect for someone, start by being polite.

Be Thankful:

If William James was right, that human beings crave appreciation, then thankfulness is the way we affirm it.

When someone does something for you that's beneficial. Or they say something to you that's helpful in some way. Or they honestly affirm you in some way that's important to you. You should **thank them**.

Again, thankfulness is becoming increasingly rare in our world.

I hold the door for people, and they walk right past without even seeming to notice. I let people out into my lane of traffic so they'll save time. They look at me as if it's their solemn birthright. I help people in other ways that I'm certain was valuable to them. Yet I hear nothing in the way of thanks.

It's not so much that we need to be thanked. It's that we want to feel that what we've done has made a difference. When there is no thankfulness for something we've done, or even for who we are, we feel a lack of respect.

Respect doesn't always require thankfulness. But it often does. It's just another way we show respect. It's just another way that we feel respected.

Self - respect and respect for others are the basic constituents of a typical moral conduct and discipline that plays an important factors in the behavioral pattern and life - style of an individual. When the young children and students, tend to be aware of this moral conduct, they are prompted to give respect to their parents, teachers, public and elders. This type of positive behavioral trend would certainly help to boost-up the personality and individuality of a person. When an individual or person acquires the modest act of showing respect to others, he/she would be entitled to get the appreciation and support from all sections of a society for his/her well - mannered conduct. Personal rapport and interaction with the co-students would be immensely strengthened with the excellent academic record by the attitude of caring others. This good conduct would streamline the academic performance and assessment of a student on the bias of knowledge on civic virtues.

1. Self-respect: Self-respect means an important virtue in the field of engineering, medicine and public life. It forms the basic foundation for building up other virtues such as honesty, integrity and self-confidence. It is a desirable act of good conduct and attitude.

2. Altruism: This refers to the act of **doing well** to others and thus avoiding harmful acts. The basic attitude of thinking and doing well to others is considered to be a noble act and would raise up the personal status of an individual.

3. Calm Composure: When individuals become excited and agitated, they must keep themselves in a relaxed and composed manner. This good conduct of maintaining mental stability without any physical provocation would lead to a healthy and peaceful life without strain and stress.

4. Daring act: Life is a mixture of pleasures and sorrows with frequent repetition of failures and successes. An individual should be mentally prepared to take some risks for any perfect achievement of objectives. He should be courageous enough to take some solid steps with daring efforts to solve any critical problem.

5. Good humor: This act of having soft behavior with the sense of good humor would earn admiration and appreciation from others. The behavior of good humor is the best medicine to keep the body in good health. The persons who possess this character would be able to solve any conflict or confrontation without any agitation.

6. The concept of wisdom and trustworthiness: The application of wisdom along with a refined character would lead an individual towards path of success. Trustworthiness is a modest character by which a person is able to keep up the promises. Trustworthiness enhances the self-respect and integrity of a person.

Respect Your Fellow Man:

This happened on American airlines.

A 50-something year old white woman arrived at her seat and saw that the passenger next to her was a black man.

Visibly furious, she called the stewardess, "What's the problem, ma'am?" the stewardess asked her.

"Can't you see?" the lady said – "I was given a seat next to a black man. I can't sit here next to him. You have to change my seat."

– "Please, calm down, madam" – said the stewardess.

"Unfortunately, all the seats are occupied, but I'm still going to check if we have any."

The stewardess left and returned some minutes later.

"Madam, as I told you, there isn't any empty seat in this class- economy class.

But I spoke to the captain and he confirmed that there are no empty seats left in the economy class. We only have seats in the first class."

And before the woman said anything, the stewardess continued

“Look, it is unusual for our company to allow a passenger from the economy class change to the first class.

However, given the circumstances, the captain thinks that it would be a scandal to make a passenger travel having to sit next to an unpleasant person.”

And turning to the black man, the stewardess said:

“Which means, Sir, if you would be so nice to pack your handbag, we have reserved you a seat in first class...”

And all the passengers nearby, who were shocked to see the scene started applauding, some standing on their feet.”

Showing and Earning Respect

Respecting someone means respecting their feelings and their survival needs. Here are ways to show respect for someone’s feelings:

1. asking them how they feel
2. validating their feelings
3. empathizing with them
4. seeking understanding of their feelings
5. taking their feelings into consideration

Here are some specific ways to show respect:

1. Asking others “How would you feel if...” before making a decision which affects them
2. Voluntarily making changes and compromises to accommodate their feelings, desires and needs
3. Not interrupting them
4. Soliciting and allowing feedback. Trying to understand their beliefs, values and needs
5. Giving them the opportunity to solve their own problems without underestimating them, in particular:
6. Avoid telling them what to do
7. Avoid telling them what they ‘need’ to or ‘should do
8. Avoid giving them unsolicited advice, sermons and lectures

Respect, Handshakes, and Humanity Greetings.

Teach your children respect.

Q. 5. How do you implement time management skills in your daily life? Draw a timetable of your daily activities.

1. Know How I Spend my Time:

Keeping a time log is a helpful way to determine how I am using my time. Start by recording what I'm doing for 15-minute intervals for a week or two. Evaluate the results. Ask if I did everything that was needed; determine which tasks require the most time; determine the time of day when I'm most productive; and analyze where most of my time is devoted —, family, personal, recreation, etc. Identifying my most time-consuming tasks and determining whether I am investing my time in the most important activities can help you to determine a course of action. In addition, having a good sense of the amount of time required for routine tasks can help me be more realistic in planning and estimating how much time is available for other activities.

2. Set Priorities:

Managing my time effectively requires a distinction between what is important and what is urgent.

3. Use a Planning Tool:

Always record my information on the tool itself. Jotting notes elsewhere that have to be transferred later is inefficient.

Review my planning tool daily.

Carry my planning tool with myself.

Remember to keep a list of my priorities in my planning tool and refer to it often.

Synchronize electronic planners with my computer and recharge the batteries in my planner on a regular basis.

And I keep a back-up system.

4. Get Organized:

Most people find that disorganization results in poor time management.

Professional organizers recommend that you first get rid of the clutter.

5. Schedule my Time Appropriately

6. I Get Help from Others

7. I Stop Procrastinating

8. I Manage External Time Wasters

9. I Avoid Multi-tasking

10. Stay Healthy



Time Table for 24 Hrs.

Wake up at 4am.
Fajar time = 30 Min
Recite Quran = 30 min
Morning walking = 5:00-7:00 Am
Break Fast = 20 min
Study = 7:30-11:00 am
Cricket Time = 11:00am-1:00pm
Lunch = 1:00-1:20pm
Zohar Time = 1:30-2:00pm
Rest time = 2:00-4:00pm
Ashar Time = 4:50-5:10pm
Play Time = 5:20-7:00pm
Maghrib Time = 7:10-7:30pm
Dinner = 8:00pm
Isha Time = 8:20-9:00pm
Study = 9:00 – 12:00 am
Bed Time = 12:30am

That's all

Thank You