IQRA NATIONAL UNIVERSITY PESHAWER

FINAL TERM PAPER

PROFESSIONAL ETHICS

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

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 behaviour being copied down through the organization stands high.

1. **Put the company first.**

   Trying to demonstrate a good work ethic if you don't actually care about the company will be acting, and no matter how good of an actor you are, it won't be long before you are discovered. You need to actually have the good work ethic before you try to show it to the world.

   And this starts with putting the company first in your thoughts and actions. Once this is done, half the battle is won.

2. **Manage your time wisely.**
   Time management is not limited to being on time for work and meeting deadlines. It actually involves more than that.

   - **Be punctual.** They say that punctuality is one of the first indicators of professionalism.S Important points were made on how punctuality strengthens and reveals your integrity while also demonstrating your level of discipline, humility and dependability. It is also one way to show your respect for others, while allowing you to build your self-confidence and always put your best foot forward. For many managers and supervisors, lack of punctuality is a deal-breaker. If a new employee is habitually tardy in coming to work, this is likely to drive them to have a low opinion of the capabilities of that employee to continue working in the company.

   - **Maintain a good attendance record.** It's not just your punctuality and how you observe work hours that will be closely looked into. A high rate of absenteeism certainly does not bode well, even if it is unintentional or there are unavoidable circumstances, such as if you are frequently ill that you have to take days off from work. If this is the case, it is important to take up the matter with your superiors in order for both parties to come up with a solution that will benefit everyone. If there are truly unavoidable circumstances causing you to miss work, bringing it up before you are confronted shows that indeed you are concerned about the company and it makes your bosses more open to suggestions that you might have. An example would be allowing you to work remotely from home. Your bosses will know if you are taking a day off work to avoid performing a particularly rigorous or complicated task. This will not reflect positively on you, and any chance you might have of getting a raise or a promotion won't look too good.

- **Observe deadlines.** Between an employee who barely beats the deadline, rushing at the eleventh hour to get things done and finishing his task just as the clock hits 12, so to speak, and an employee who finishes his task well ahead of time, without any rushing and stressing out, who will be more favorable in the eyes of the supervisor? Obviously, it is the second employee.

If you are able to finish your task ahead of time, that means you are able to manage your time wisely. That will also give you ample time to make any adjustments, if necessary, since there is still some time left before the actual deadline. Better yet, you should take the initiative to set your own deadlines. If there is a timetable provided by the company, it will be to your advantage to create your own timetable. This will enable you to prioritize better. You'll be able to avoid distractions easily, and any potential delays will be dealt with before they can actually arise.

3. **Be honest.**

Although the phrase may seem a bit of a cliché nowadays, there is still truth to the adage "Honesty is the best policy". The esteemed Warren Buffet said it best when he cited three qualities to look for when hiring new people: integrity, intelligence and energy. There is no way that a person can hide his dishonesty forever. Sooner or later, it will manifest itself, and that will not do your work ethic any favors.

The biggest problem that a dishonest employee will encounter is the lack or absence of trust from other people. Therefore, if you want to go far in your career, or go up the hierarchy in the organization, then you should make it a point to be honest in your dealings so that you can be trusted by your seniors and fellow colleagues.

Since we are on the topic of honesty, other things that you can do are:

- **Give honest feedback.** This shows that you are capable of objectivity. Managers, co-workers and even clients will value you more if you show that you are able to provide honest feedback. Sure, this may be a sensitive area, which is why you have to take extra care on your delivery of your feedback. If you are able to get your message across without openly offending anyone and igniting hostilities, then that will prove even further the strength of your work ethic.

- **Own up to your mistakes.** If you did something wrong, it is best to man up and own up to it, instead of denying all blame and, worse, pinning it on other people. This is a sign that you are unable and unwilling to take responsibility, a sure sign that your work ethic is less than solid.

4. **Maintain a balanced and consistent performance in performing your work.**

An employee with a strong work ethic is a productive employee. This productivity is seen in the pace of work and your persistence in maintaining that pace. If you can work at a fast pace, that means you'll be able to accomplish more within the limited time that you are given. You are not the type to give up just because you are exhausted or you suddenly feel lazy. You do not quit until you have completed what you have started.

As an employee or worker, your main concern is to perform your core functions, or the tasks and duties that are in your job description. Therefore, that is the first thing that you should focus on. It doesn't make a whole lot of sense if you score high in punctuality and have a perfect attendance record, but you're only churning out what is needed, instead of producing great work.

5. **Always show respect.**

Respectfulness is, sadly, becoming more of a rare commodity these days. But it remains to be one of the traits that supervisors are looking for to indicate whether an employee has a strong work ethic or not.

Using proper etiquette is basic for humans, which is why it is valued greatly in the workplace. Even a slightest shift away from proper etiquette can potentially destroy a relationship that has been cultivated and nurtured for a very long time.

In the workplace, there should be no excuse to be disrespectful to other people, whether it is with a peer or a subordinate. Tight deadlines? Impossible demands from impossible clients? They're part and parcel of a regular "day at the workplace". Therefore, you should not let your temper get the better of you.

6. **Follow the rules.**

If you can't follow even one simple rule, such as keeping your work area neat and orderly, or properly clocking in when you get to work, your boss is likely to take that as a sign that you'd find it even more difficult to keep the rules that do matter.

7. **Work with others.**

➢ No matter how much you think you are better at working alone, or that you can provide more and better results if you work by yourself, the very nature of being an employee of a company means that you are merely one of the cogs in a larger machine. Therefore, you have to work with the other employees.

• **Cooperate.** Cooperation is very important. Even if you have personal differences in opinion with a co-worker, or you do not see eye to eye about a matter entirely separate from work, you should still be able to cooperate and work together with him. Set aside those differences, at least for the time being. Your boss will appreciate you more if you are able to prove that you can separate the personal from work and still be able to cooperate with others.

• **Socialize.** Yes, you read that right. Socialization is also very important. You can't be all work and serious talk all the time. Once in a while, you have to take a step back, relax, and socialize with your co-workers. This is one way to cultivate your social skills while strengthening your relationship with the other employees or members of the team.

8. **Stay fit and healthy.**
    ➢ Believe it or not, being sound and healthy in mind and body also contributes to your work ethic. Let me explain why.
      If you are healthy, you'll be able to think more clearly, so you can make better decisions and exercise better judgment when doing your work. Being healthy also ensures that you won't have a problem with your attendance record. You'd be able to report to work on time, and absenteeism won't be an issue.

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

Process service-learning provides academic benefits, ethical benefits and social benefits

➢ Service-learning can benefit all participants, students, faculty, academic institutions and their communities. Students gain academic knowledge and skills, interpersonal skills, and self confidence. Faculty can enhance the quality of their teaching, find opportunities for research and outlets for professional expertise. Service-learning supports the civic engagement mission of colleges and universities and improves town/gown relationships. Community members receive valued service and institutional support.

Service learning students

➢ Student benefits of service-learning include enhanced opportunities for learning, and personal and social skill development. Students gain increased knowledge of academic materials, their communities, and themselves.
➢ Service-learning is a form of experiential education that supports deep learning. Through their service-learning activities, students apply classroom knowledge in practical settings to enhance their understanding of class materials.
➢ Service-learning provides students with opportunities to develop civic engagement skills. By working with community members, students can enhance their group, organizational and interpersonal skills. They also can gain important experience working with diverse members of their communities. Learn more about how service learning can be used to connect classroom learning with societal issues.

> Students can gain better understanding of themselves as they explore and develop ways to contribute to their communities. They can develop self confidence and an enhanced commitment to public service.

Benefits of service-learning extend to:

> - faculty,
> - academic institutions
> - and their communities.

Service-learning supports faculty teaching by providing a real world counterpart to the more theoretical material discussed in the classroom. Structured reflection activities centered on student experiences, create additional opportunities for faculty to guide student learning. Service-learning supports faculty research and service interests through faculty participation with their communities. Increased student and faculty participation in their communities strengthens the relationship between academic institutions and their communities. Community members gain valued service hours and opportunities to research agency or community problems they might otherwise not have the resources to undertake.

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

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.

Character building by civic education

Character building 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.

Characteristics of a Good Citizen

- ➢ A good citizen is some who respects others and their property.
- ➢ He/she is helpful and considerate, willing to put others first.
- ➢ He/she listens to the views of others and thinks about what they have to say. ☐ He/she helps people who are not in position to help themselves
- ➢ Demands accountability from the ones he votes for.
- ➢ He/she votes for the ones who are accountable.
- ➢ Know your public servants. Track your tax dollars
- ➢ He/she respects the environment and does not damage it in anyway

Duties and obligations of a good citizen

1) S/he defends his country from enemies and invaders
2) S/he pays his or her taxes willingly or promptly
3) S/he takes care and conserves his natural resources
4) S/he helps his country for growth and development
5) S/he has to be a productive individual 8) S/he obeys the laws and maintains peace and order in the community
6) S/He participates actively in various government programs 10)
7) S/he votes wisely and chooses candidates who can serve the people and the country
8) S/he respects the rights of others

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

Respect is a virtue, a habit which is central to human happiness. The core meaning of the word "respect" is to give something or someone particular attention and consideration. To respect someone means you recognize that he or she is important and deserves to be treated well. Like each of us, that person has a mind and human feelings. The following are the virtue respect of other.

1. **Showing respect is the right response in a civil society.**

   One of the characteristics of a civil society is the showing of respect to fellow citizens. The conviction that other members of a family, a town, a city, a nation, or a region of the world are worthy of respect. Showing respect for human life and human beings is fundamental to a civil society and civil world.

2. **Respect affirms those worthy of respect.**

   When we respect others, it affirms their right to respect and their worthiness of respect. On the other hand, when we withhold respect from others, we imply they are unworthy of it.
   This can trigger a decline that is exceedingly difficult to arrest and end. Once it is generally believed that a certain race or ethnic group or nationality or skin color or gender or age is unworthy of respect, the flood gates open for abuse.
   We've seen this many times in the past two centuries in particular. The natural and logical outcome of the removal of respect from particular classes is first rejection, then discrimination, then abuse, and ultimately genocide.
   It starts with a lack of respect. It's another reason why respect should be common among all peoples everywhere, and why respect is so important.

3. **It encourages behavior that's respectful.**

   When someone is living in a way that brings them recognition, honor, and respect, it encourages their living that way. Not always, but usually. Behavior that's rewarded tends to be repeated. Or, put another way, "What's rewarded gets done."
   Whether we wish that behavior worthy of respect would be common without encouragement misses the point. It's simply human nature to do what gets rewarded and shy away from what doesn't.

4. **It provides a solid foundation for relationships.**

    There should be serious reluctance to maintain a relationship that does not offer respect. People don't like to be treated badly. People don't like to be demeaned, devalued, dishonored, and disrespected. If a relationship lacks respect, it is almost certainly an unhealthy one. Toxic relationships nearly always have a lack of respect as a common element.
    Meaningful, healthy, and mutually-beneficial relationships show mutual respect. It's fundamental.

5. **Without respect we lose heart.**

    Respect is so basic to human well-being that in its absence, people don't thrive. They don't need to have respect from everyone – but there are certain people from whom respect is virtually mandatory. The father of modern psychiatry, William James said, "The deepest principle in human nature is the craving to be appreciated." Those who are not appreciated do not feel respected. It's disheartening. The history of the struggle for civil rights throughout the world is the struggle to win respect from others. The American Founding Fathers expressed it in the United States Declaration of Independence this way:
    "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are Life, Liberty, and the pursuit of Happiness."
    Respect for human beings entails the granting, preserving, and protection of these rights. Without respect, these rights will be missing. And if these rights are missing, respect will be missing too. They exist together.

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

Has student respective

Good time management skills help students prioritize tasks so they are able to complete school work and assignments on time. Students are able to plan ahead, set aside the time they need for projects and assignments, and make better use of that time.

Becoming better at managing time allows students to become more organized, more confident, and learn more effectively. It can also help students avoid the dreaded procrastination problem, which can be a slippery slope to stress, frustration, and poor grades.

Effective time management skills are especially important for high school students. As students enter high school, they have to deal with more subjects, assignments, tests, and extracurricular. Good time management skills can help keep them on track and reduce stress as they take on more work

I divide planning four categories:

Classes.

- list each class I need to attend. Don't forget to include labs.

Homework

- list homework I plan to do that day. Don't forget to include partial work on assignments that are likely to take several days to do (e.g. projects, papers).

Other academic activities

- These would include such activities as study labs/groups, observations, lectures, advising appointments, team meetings, etc.

Personal

- These include fun things and things to need to do as a person rather than as a student. Typical activities in this category could include working out, hanging out with friends, playing games, going to sports event, laundry, shopping, a medical appointment, etc.

    - Make sure to leave plenty of time for sleep and set a time to be in bed. Sleeping is key to success in life. It not only helps I feel rested, it helps I to be more focused.

The most important thing about planning my day is time management. In university I have to get the most time out of day as possible. A good way to do that is to break up to checklist into hour increments. Not all of my day's activities will take exactly an hour, but it is best to estimate, as realistically as possible, how long things will take. If I have an activity that takes more than an hour, plan for it to take 2 hours. If I finish early, begin my next activity.

Getting ready for class, traveling to and from class, eating, etc., are also important to think about when planning my time. When I have more important things to do, other than classes, schedule them earlier in the day to ensure that they get done.

Although scheduling my day is very important, there are always things I cannot anticipate or plan for. This is why prioritizing is also very helpful. Set aside more time for things such as projects, assignments, major requirements, and studying. The earlier I get these things done, the earlier I will be able to go have fun and hang out with my friends. But make sure I dedicate as much time as necessary to ensure my success. Taking naps is important to include in my schedule when needed, but i shouldn't nap for longer than 20 minutes at a time. If I nap too long I will tend to be less productive.

how to develop and use my checklist:

1. Each night before I go to bed, record items on my checklist for the next day. Often doing this before I go to sleep will help I get things together for the next day. Since some students get up at the last minute, deferring the checklist until the morning can lead to not completing all of what I need to do.

2. I develop a study schedule. Plan time to review my notes and do homework between or after classes. Allotting a certain amount of time for homework and studies will allow I to keep on track with all of my assignments.

3. Make up a notebook with the planning lists in them for each day of the semester. When I get a homework assignment in a class, record the assignment and the due date in my planning list as soon as possible to make sure that I don't forget about it. This way, when I look over my planning list I will see the assignment and figure out the best time to get it done.

4. Also, it might be helpful to have a white board in my room to record all of my upcoming assignments and their due dates. This way, I can plan my days based on the assignments on the white board.

5. When I finish an item, check the item off of my check list. If I did things that were not on my list, add these to the list.

6. If I don't complete an item, record a comment as to why I did not complete the activity.

7. Make a list of important dates that will be in the near future such as date reminders for an upcoming exam in 2 weeks or a project due in a week. This will help I plan out my day more effectively as I can work ahead on the assignments due in the near future.

8. After each week, ask myself these questions:

    - Did I plan to do too much?

    - Did I plan to do too little?

    - What could I have done differently to reach all the items on checklist?

    - How can I become more efficient in completing assignments?

My daily activity time table During covid 19 days	
(4:10am)	Prayer(fajr namaz)
4:45am	Reciting quran
6:00am	Breakfast
7:00am to 12:00pm	Study
12:30pm	Lunch
1:15 pm	Prayer(Zohar namaz)
2:00 t0 5:00 pm	Sleeping time
6:00pm	Prayer(Asar)
6:10 to 7:20pm	Society activity
7:30pm	Prayer(Maghrib)
8:00pm	Dinner
9:30pm	Prayer(Isha)
10:30pm	Sleeping