

Name:

Points Lost: (0-20) _____

KHS EXERCISE #1: Determine Your Know How Score (KHS) at the End of the Course

The 38 skills listed below are based on *10 Things Employers Want You to Learn in College*. By completing the exercises, you will be able to see how your KHS has improved as a result of taking this class / participating in out-of-class activities. Be honest when ranking your skill level, as it will serve as an indicator of what areas you need to work on before leaving college.

You can lose up to 20 points off your Module 5 paper score.

Total Points Lost - _____ (Maximum: 20 points)

PART A: For each of the 38 skills listed before, rate your current level from 0 (very poor) to 5 (excellent) and briefly explain why. (10 points)

Points Lost - ____ (10)

ASSESSING YOUR SKILL DEVELOPMENT

For each of the skills listed below rate your current level based on scale described below. Under the question write your plan for improving your skills.

0 = I have no idea what this skill is – none

1= Little skill, not even sure I understand the item

2 = Understand the meaning of the item and have some idea of how I might do it

3 = Have some experience and competence in exercising the skill

4 = Have exercised the skills in a competent way on several occasions

5 = Feel confident that I can exercise the skills on topics where I have the necessary knowledge

SKILLS

Work Ethic

Rating 1-5

1. Kick Yourself in the Butt

Evidence:

2. Be Honest

Evidence:

3. Manage Your Time
Evidence: _____

4. Manage Your Money
Evidence: _____

Physical Skills

5. Stay Well
Evidence: _____

6. Look Good
Evidence: _____

7. Type 35 WPM Error Free
Evidence: _____

8. Take Legible Notes
Evidence: _____

Verbal Communication

9. Converse One-on-One
Evidence: _____

10. Present to Groups
Evidence: _____

11. Use Visual Displays
Evidence: _____

Written Communication

12. Write Well _____
Evidence:

13. Edit and Proof _____
Evidence:

14. Use Word-Processing Tools _____
Evidence:

15. Send Information Electronically _____
Evidence:

Working Directly With People

16. Build Good Relationships _____
Evidence:

17. Work in Teams _____
Evidence:

18. Teach Others _____
Evidence:

Influencing People

19. Manage Efficiently _____
Evidence:

20. Sell Successfully
Evidence: _____

21. Politick Wisely
Evidence: _____

22. Lead Effectively
Evidence: _____

Gathering Information

23. Use Library Holdings
Evidence: _____

24. Use Commercial Databases
Evidence: _____

25. Search the Web
Evidence: _____

26. Conduct Interviews
Evidence: _____

27. Use Surveys
Evidence: _____

28. Keep and Use Records _____

Evidence:

Quantitative Tools

29. Use Numbers _____
Evidence:

30. Use Graphs and Tables _____
Evidence:

31. Use Spreadsheet Programs _____
Evidence:

Asking and Answering the Right Questions

32. Detect BS _____
Evidence:

33. Pay Attention to Detail _____
Evidence:

34. Apply Knowledge _____
Evidence:

35. Evaluate Actions and Policies _____
Evidence:

Problem Solving

36. Identify Problems _____
Evidence:

37. Develop Solutions _____
Evidence:

38. Launch Solutions _____
Evidence:

- *Deduct 10 points if the student does not include his or her name on the assignment*
- *Deduct 5 points per day if the assignment is handed in late*
- *Deduct 1 point for every rating that is omitted or left blank*
- *Deduct 3 points if a rating other than 0 – 5 is used.*
- *Deduct 1 point for every blank evidence field*

B. Show your calculations here. Add your ratings for all 38 skills and divide by 38 then multiply by 2. (Points Lost 5)

Part B Points Lost: - _____

Place Score Here: Total ____ divided by 38 ____ multiply by 2 = ____

- *Deduct 5 points if the formula or calculation is wrong in any way*
- *Deduct 2 points if the KHS is ridiculous or obviously lacking attention (all scores are 4s etc...)*

C. From the list of 38 skills, identify the three skills you improved the most as a result of your work in PAF 101 this semester. Give a brief description of how the course helped you each of the skills. (5 points)

Write 3 skills and how your work in PAF 101 helped you improved each this semester.

1.

2.

3.

- *Deduct 3 points for every skill given that does not appear in the list of 38 skills*
- *Deduct 3 points if the student does not include an explanation of how work in 101 this semester improved the given skill*
- *Deduct 3 points for every field left blank*