



Act Right / Dress Right Student Instructions

Act Right / Dress Right is your opportunity to exhibit to your teachers and to other workplace experts that you have mastered appropriate adult workplace behaviors.

You get to set your own goals for Act Right / Dress Right. You get to determine how many adults you decide to engage with during the three days of this exercise.

Exercise Description

Your teacher will tell you which days will be *Act Right / Dress Right* days. This exercise will take place one day a week for three weeks.

On those days, selected school administrators, teachers and visitors will wear an “AR / DR” badge that indicates they are participating in the *Act Right / Dress Right* exercise as judges.

Each judge is provided with two sets of coupons: 1) *Act Right* coupons; and 2) *Dress Right* coupons.

The *Act Right* coupons come in three values:

- Student Engages: 1 point
- Student Engages – Effective: 2 points
- Student Engages – Excellence: 3 points

The *Dress Right* coupons only have one value: 1 point. (We don’t want to discourage students who have limited wardrobe options.)

Students earn points by approaching and engaging a judge. The total points a student earns depends on the number of judge interactions a student attempts – it’s up to you!

Whenever you feel ready, you must approach a judge: a) introduce yourself; b) describe your career interests; and c) ask the judge a single question. (The Student Preparation Sheet will help you prepare for these three parts of each interaction.)

*After the interaction, the judge provides the student with the **Act Right** coupon of the value they think is appropriate for the quality of that engagement. The judge may also provide a **Dress Right** coupon if, in the judges opinion, the student’s appearance is workplace-appropriate.*

“Appropriate Workplace Appearance” means: 1) clothes are neat; 2) clothes are worn in a modest fashion; 3) there are no safety hazards (like loose shoelaces one could trip over).

After each day you will have a written assignment based on your experience for that day. Your teacher may ask you to read your written assignment to your class.