

CATALOG INFORMATION

Dept and Nbr: ADLTED 766.5 Title: WRKFRCE PRP 5: PRACTICUM
Full Title: Workforce Preparation 5: Transition To Careers: Practicum
Last Reviewed: 3/14/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	16	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	3	Lab Scheduled	32.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	32.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 32.00

Title 5 Category: Non-Credit
Grading: Non-Credit Course
Repeatability: 27 - Exempt From Repeat Provisions
Also Listed As:
Formerly:

Catalog Description:
In this course, students will be introduced to the necessary information, resources, choices, strategies, and decision-making processes used to transition to a career. Students will gain a better understanding of the recruiting, onboarding, training, and management practices of industry and public employers, workflow in the job environment, and professional expectations and interactions through observation of and reflection on the job environment.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: In this course, students will be introduced to the necessary information, resources, choices, strategies, and decision-making processes used to transition to a career. Students will gain a better understanding of the recruiting, onboarding, training, and management practices of industry and public employers, workflow in the job environment, and professional expectations

and interactions through observation of and reflection on the job environment. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Identify key resources necessary for career and employment success.
2. Describe and discuss the various desirable behaviors and interactions in the workplace and their purpose and outcomes.
3. Effectively communicate with management, peers, and customers in the work environment.

Objectives:

At the conclusion of this course, the student should be able to:

1. Observe and analyze the work environment.
2. Participate in activities with administration, management, supervisors, mentors, peers, and/or customers.
3. Develop plans to successfully transition to the job environment.

Topics and Scope:

Through observation and participation, students will become familiar with:

I. The Work Environment

- A. Job requirements
- B. Interests
- C. Skills and abilities
- D. Compensation
- E. Work hours
- F. Job location
- G. Drug/health testing

II. Communicating with Different Members of the Workforce

- A. Management and supervisors
- B. Peers and colleagues
- C. Unions
- D. Customers

III. Goal Setting

- A. Requirements
- B. Self-assessment
- C. Employment plan

Assignment:

1. Communication problems/observation worksheets (3-5)
2. Reflection journal entries (3-5)
3. Short response essay (1-2)

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Journal entries, essay(s)

Writing
30 - 50%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Worksheets

Problem solving
20 - 30%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations
0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams
0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Participation, attendance

Other Category
30 - 50%

Representative Textbooks and Materials:

Instructor and department prepared materials