CEST 99I Course Outline as of Fall 1999

CATALOG INFORMATION

Dept and Nbr: CEST 99I Title: WORK EXPRNCE INTERN
Full Title: Occupational Work Experience-Intern Program
Last Reviewed: 1/25/2016

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	8.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	1.00	Lab Scheduled	0	17	Lab Scheduled	0
		Contact DHR	40.00		Contact DHR	700.00
		Contact Total	40.00		Contact Total	700.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00 Total Student Learning Hours: 700.00

Title 5 Category:	AA Degree Applicable
Grading:	Grade Only
Repeatability:	25 - 16 Units Total (WrxEx only)
Also Listed As:	
Formerly:	

Catalog Description:
Occupational Work Experience Internship is supervised employment extending classroom learning at an on-the-job learning station relating to the student's educational or occupational goal. May be repeated for a total of sixteen (16) units, four (04) units maximum per semester (Repeat Code 25 for all Parallel Plan). Must be enrolled in 7 units including Work Experience units (for summer school - Work Experience and one other course). Alternate Plan - designed to offer students opportunities to attend college full-time one semester and work full-time the following semester. Job experience must relate directly to the student's educational goals. Up to eight (08) units may be earned in one semester. Students may not be enrolled in more than one other course or transfer from Alternate to Parallel or vice-versa without completing 7 units between plans.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Occupational Work Experience Internship Education is supervised employment of students designed to extend their classroom-based occupational learning at an on-the-job learning station in fields directly related to their educational or occupational goals. (Grade Only)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: 16 Units Total (WrxEx only)

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**			Effective:	Inactive:
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1999	Inactive:	Fall 2021
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
The student will:
1. complete an application for enrollment.
2. attend and participate in at least 8 hours of seminars including the orientation.
3. learn a process for writing measurable learning objectives.
4. write, complete, and evaluate from 1 to 5 measurable learning objectives that represent new or expanded learning related to their educational and career goals.
5. complete a typed written student report as a term paper that critiques and/or analyzes a subject, requires research or problem solving.
6. complete time cards and a program evaluation.
7. meet with the Instructor/Coordinator at least two times each semester to review and evaluate assignments.

Topics and Scope:

1. Attend orientation seminar.
2. Meet with on-the-job supervisor to discuss and write objectives to identify new learning on the job.
3. Write 2-5 new learning objectives.
4. Meet with Instructor/Coordinator assigned.

5. Attend seminars or complete optional activities.

SEMINARS DIRECTED TOWARDS:

1. How to get a job; i.e., resumes, applications, process of achieving employment, positive attitude careers, interviews, logical thinking, and selling self.
2. How to keep a job; i.e., telephone techniques, alcoholism control, time management, effective speaking, human relations, and overcoming job tension.
3. How to progress on the job; i.e., writing performance objectives, acceptance of responsibilities, positive job attitude, components of good supervision, and management.
4. Factors that affect job performance; i.e., legal rights of employees and family members, single working parents, budgeting, income taxes, workman's compensation, OSHA safety regulations, money management, and stress reduction.

Assignment:

Write, accomplish, and evaluate measurable objectives, attend seminars, write student reports, complete time cards and program evaluations, and meet with Instructor/Coordinator and job supervisor as required.

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.

Written homework, Term papers, OBJECTIVES & STUDENT REPORTS	Writing 25 - 50%

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

SEMINAR PARTICIPATION&ANALYSIS/ACTIVITIES/PROJECTS	Problem solving 15 - 25%

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

Field work, MEASURABLE LEARNING OBJECTIVES	Skill Demonstrations 25 - 50%

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.

INSTRUCTOR/COORDINATOR REPORT, PROGRAM EVALUATION, AND TIME CARDS	Other Category 10 - 25%

Representative Textbooks and Materials:

Student Packet (Syllabus), and other career related materials.