

WEOC 99 Course Outline as of Fall 1981**CATALOG INFORMATION**

Dept and Nbr: WEOC 99 Title: OCC WORK EXPERIENCE

Full Title: Occupational Work Experience Education

Last Reviewed: 10/10/2022

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	8	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 (WrxE only)

Also Listed As:

Formerly:

Catalog Description:

Occupational Work Experience 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 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 experiences 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. (Repeat Code 16)

Prerequisites/Corequisites:

Qualifications include: Eligibility for English 100A; or concurrent enrollment in another degree applicable course; or completion of another degree applicable course in a previous semester; or departmental recommendation.

Recommended Preparation:

Must be employed in approved job that is anticipated to last for the semester and be enrolled in 7 units. For summer session, students must be enrolled in Work Experience and one other course.

Limits on Enrollment:

Schedule of Classes Information:

Description: Occupational Work Experience 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: Qualifications include: Eligibility for English 100A; or concurrent enrollment in another degree applicable course; or completion of another degree applicable course in a previous semester; or departmental recommendation.

Recommended: Must be employed in approved job that is anticipated to last for the semester and be enrolled in 7 units. For summer session, students must be enrolled in Work Experience and one other course.

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: 16 Units Total (WrxE 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 1981	Inactive:
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 job 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 attitudes, 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 report, 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
0 - 17%

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

SEMINAR PARTICIPATION/ANALYSIS

Problem solving
0 - 24%

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

Field work, MEASURABLE LEARNING OBJECTIVES

Skill Demonstrations
0 - 30%

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, TIME CARDS

Other Category
0 - 29%

Representative Textbooks and Materials:

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