

WEOC 99 Course Outline as of Fall 2005**CATALOG INFORMATION**

Dept and Nbr: WEOC 99 Title: OCC WORK EXPERIENCE
 Full Title: Occupational Work Experience
 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	0.50	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 of students that extends classroom learning to the job site and relates to the student's educational or occupational goal. The course is for students who work in a job that is related to their chosen course of study. When taking Work Experience courses, students must enroll in at least seven units (including Work Experience units) during regular semesters, or enroll in at least one other credit class (of any unit value) during summer sessions.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:**

Students must have a job in a licensed business that is directly related to their educational or occupational goal. Units earned are based on hours worked during the term.

Schedule of Classes Information:

Description: Occupational Work Experience is supervised employment of students that extends classroom learning to the job site and relates to the students' educational or occupational goal.

(Grade Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment: Students must have a job in a licensed business that is directly related to their educational or occupational goal. Units earned are based on hours worked during the term.

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:
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CSU Transfer: Transferable	Effective:	Fall 1981	Inactive:
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UC Transfer:	Effective:		Inactive:
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CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Identify and utilize productive work skills and professional standards
2. Research career information
3. Develop and assess work-based learning objectives
4. Critique and/or analyze a subject requiring research or problem solving
5. Keep accurate records of employment
6. Utilize effective written and oral communication skills

Topics and Scope:

1. Productive work skills and professional standards
 - a. Teamwork
 - b. Communication
 - c. Time management
 - d. Problem solving
2. Job and career research
 - a. Employer panel discussions, personal skill sets, and job search strategies
 - b. Internet research
 - c. Career Center resources
 - d. Interviewing
3. Work-based learning objectives
 - a. Principles

- b. Format
 - c. Measurement
 - d. Evaluation
 - e. Job skill improvement
4. Written report
 - a. Format
 - b. Grammar and organization
 - c. Focus
 5. Accurate record keeping and timely reporting of hours worked
 6. Communication skills
 - a. Professional oral and written communication with instructor
 - b. Professional oral and written communication with job site supervisor

Assignment:

1. Write, accomplish, and evaluate 4-5 measurable work-based learning objectives
2. Attend 2-10 hours of seminars and/or complete activities or a project based on the number of units enrolled
3. Write 2-3 page reflective report
4. Verify hours worked
5. Meet with instructor and job supervisor at least two times

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.

Reflective report and objectives	Writing 10 - 15%
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%
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Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Field work, Completion of objectives	Skill Demonstrations 45 - 70%
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Exams: All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%
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Other: Includes any assessment tools that do not logically fit into the above categories.

Instructor evaluation, analysis of seminars, activities, or project, and hours worked

Other Category
15 - 45%

Representative Textbooks and Materials:

Work Experience Handbook and other career related materials prepared by instructor.