

INDE 85 Course Outline as of Spring 2008**CATALOG INFORMATION**

Dept and Nbr: INDE 85 Title: PRACTICES IN INTER DESGN

Full Title: Practices in Interior Design

Last Reviewed: 2/2/1999

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	3.00	Lab Scheduled	0	17.5	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

This course provides opportunity for supervised site experiences based on skills and knowledge obtained in Interior Design courses. Job placement is not guaranteed, but assistance is provided by the coordinator.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: This course provides opportunity for supervised site experiences based on skills and knowledge obtained in Interior Design courses. Job placement is not guaranteed, but assistance is provided by the coordinator. (Grade Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

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

Outcomes and Objectives:

The student will be able to:

Conduct a search for internship sites related to education and career goals

Evaluate types and styles of resumes

Write a resume which summarizes educational and work experience

Prepare and demonstrate interview techniques for work site placement

Select appropriate dress for employment

Analyze employment policies of internship site

Complete an employment application

Write measurable learning objectives

Evaluate accomplishment of learning objectives and effectiveness Of internship site and program

Maintain a record of internship experiences and time

Define and evaluate positive interpersonal and communication Skills in the work environment

Topics and Scope:

Introduction/course content

Careers search skills

Internship goals and responsibilities

Resume writing and cover letter

Application for employment

Interview skills

Writing measurable learning objectives

Time management

Effective communications in the work environment

Professional working relationships
Professional image
Final Exam

Assignment:

x

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, Essay exams, Writing Reports

Writing
15 - 25%

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

Homework problems, Field work, Quizzes, Exams

Problem solving
10 - 15%

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

Field work, Internship Experiences

Skill Demonstrations
35 - 50%

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

Completion

Exams
10 - 15%

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

Attendance and Participation on Job Internship

Other Category
10 - 20%

Representative Textbooks and Materials:

Yate, Martin; Resumes That Knock'em Dead; Adams Publishing, 3rd Ed. 1998