#### **BOT 99.3I Course Outline as of Fall 2013**

# **CATALOG INFORMATION**

Dept and Nbr: BOT 99.3I Title: LEGAL SECRETARY INTERN Full Title: Business Office Tech Occupational Work Experience Internship Last Reviewed: 4/25/2016

Units Course Hours per Week		ek I	Nbr of Weeks	<b>Course Hours Total</b>		
Maximum	8.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0.50	Lab Scheduled	0	6	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:	BOT 99I.3

#### **Catalog Description:**

Legal Office Specialist Occupational Work Experience Internship offers job readiness preparation; job seeking and coaching; application, resume, and interviewing instruction; screening; prospective internship placement; and supervised employment of students that extends to the job site classroom learning that relates to the students' educational or occupational goal. Students eligible for internships will have declared a major, have completed courses in their major, or have acquired a high level of skill in their discipline, and are ready for on-the-job experience in a paid or unpaid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field.

#### **Prerequisites/Corequisites:**

Course Completion of BOT 56B and BOT 56.2 and BOT 85.1

## **Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

#### **Limits on Enrollment:**

Student must complete an application, interview, placement and verification of employment because intern position must be secured prior to enrollment.

## **Schedule of Classes Information:**

Description: Legal Office Specialist Occupational Work Experience Internship offers job readiness preparation; job seeking and coaching; application, resume, and interviewing instruction; screening; prospective internship placement; and supervised employment of students that extends to the job site classroom learning that relates to the students' educational or occupational goal. Students eligible for internships will have declared a major, have completed courses in their major, or have acquired a high level of skill in their discipline, and are ready for on-the-job experience in a paid or unpaid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field. (Grade Only)

Prerequisites/Corequisites: Course Completion of BOT 56B and BOT 56.2 and BOT 85.1 Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment: Student must complete an application, interview, placement and verification of employment because intern position must be secured prior to enrollment. Transfer Credit: CSU;

Repeatability: 16 Units Total (WrxEx only)

# **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

AS Degree: CSU GE:	Area Transfer Area	Effective: Effective:	Inactive: Inactive:		
<b>IGETC:</b>	Transfer Area			Effective:	Inactive:
CSU Transfer	:Transferable	Effective:	Summer 2004	Inactive:	Fall 2021
UC Transfer:		Effective:		Inactive:	

CID:

**Certificate/Major Applicable:** 

Certificate Applicable Course

# **COURSE CONTENT**

## **Outcomes and Objectives:**

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

- 1. Develop, achieve, and assess discipline-specific work-based learning objectives.
- 2. Use self-reflective and critical analysis to evaluate a job site experience.

3. Research and analyze resume writing formats; assess discipline specific skills of a targeted career; write a discipline-specific resume.

- 4. Assess discipline-specific classroom learning and apply applicable skills to meet requirements at job site.
- 5. Research career information.
- 6. Keep accurate records of employment.

7. Repeating students must demonstrate increased depth and breadth of work skills proficiency at their worksite with new learning objectives.

# **Topics and Scope:**

- 1. Work-based learning objectives
  - a. Self-assessment
  - b. Format

- c. Measurement
- d. Evaluation
- 2. Written report
  - a. Format
  - b. Grammar and organization
  - c. Focus
  - d. Reflective analysis
- 3. Resume
  - a. Research
  - b. Analysis
  - c. Skills assessment measurement
  - d. Career objective
  - e. Format
  - f. Organization
  - g. Education and experience
  - h. Skills and qualifications
- 4. Job site skills
  - a. Classroom preparation
  - b. Job site requirements
- 5. Job and career research
  - a. Employer panel discussions, personal skill sets, job search strategies
  - b. Informational interviews and job shadows
- 6. Accurate record keeping and timely reporting of hours worked
- 7. Repeating students
  - a. Develop new more complex discipline specific learning objectives
  - b. Measure/evaluate work site performance

# Assignment:

- 1. Write, accomplish, and evaluate 4 measureable work-based learning objectives.
- 2. Select and attend 4 hours of seminars or activities, or complete a project.
- 3. Develop or revise resume.
- 4. Write a 2-page reflective report.
- 5. Keep accurate records of hours worked per week.
- 6. Meet with instructor and job supervisor at least one time.

7. Repeating students will create new objectives that are more complex and at a higher level of competency.

# 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 resume

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

Writing 10 - 15%

None

# **Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill

performance exams.

Field work, completion of objectives

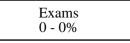
**Exams:** All forms of formal testing, other than skill performance exams.

None

**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

Skill Demonstrations 45 - 70%



Other Category	
15 - 45%	

## **Representative Textbooks and Materials:**

Intern Handbook and other career related materials prepared by instructor.