

CATALOG INFORMATION

Dept and Nbr: CS 99I

Title: COMPUTER STUDIES INTERN

Full Title: Computer Studies Occupational Work Experience Intern

Last Reviewed: 10/9/2023

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	6	Lab Scheduled	0
		Contact DHR	34.50		Contact DHR	603.75
		Contact Total	34.50		Contact Total	603.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 603.75

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 25 - 16 Units Total (WrxE only)

Also Listed As:

Formerly: CIS 99I

**Catalog Description:**  
Computer Studies 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 student's educational or occupational goal in Computer Studies. 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 position (75 hours/per unit). Students will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field of Computer Studies.

**Prerequisites/Corequisites:**

**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: Computer Studies 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 in Computer Studies. 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 position (75 hours/per unit). Students will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field of Computer Studies. (Grade Only)

Prerequisites/Corequisites:

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 (WrxE only)

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

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Spring 1999	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **Approval and Dates**

Version:	05	Course Created/Approved:	9/28/1998
Version Created:	1/6/2016	Course Last Modified:	6/5/2021
Submitter:	Lauralyn Larsen	Course last full review:	10/9/2023
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	10/9/2023
Version Status Date:	3/28/2016	Semester Last Taught:	Spring 2021
Version Term Effective:	Fall 2016	Term Inactive:	Summer 2021

## **COURSE CONTENT**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Demonstrate application of computer skills and knowledge at the job site
2. Write a resume targeted to a Computer Studies specific career that includes the new skills acquired in the internship.
3. Demonstrate improvement of Computer Studies specific job skills at the job site.

**Objectives:**

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

1. Develop, achieve, and assess Computer Studies 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 related to Computer Studies.
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:**

- I. Work-based learning objectives
  - A. Self-assessment
  - B. Format
  - C. Measurement
  - D. Evaluation
- II. Written report
  - A. Format
  - B. Grammar and organization
  - C. Focus
  - D. Reflective analysis
- III. Resume
  - A. Research
  - B. Analysis
  - C. Skills assessment measurement
  - D. Career objective
  - E. Format
  - F. Organization
  - G. Education and experience
  - H. Skills and qualifications
- IV. Job site skills
  - A. Classroom preparation
  - B. Job site requirements
- V. Job and career research
  - A. Employer panel discussions, personal skill sets, job search strategies
  - B. Informational interviews and job shadows
- VI. Accurate record keeping and timely reporting of hours worked
- VII. Repeating students
  - A. Develop new more complex discipline specific learning objectives
  - B. Measure/evaluate work site performance

### **Assignment:**

1. Write, implement 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, resume, and objectives

Writing  
10 - 25%

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

None

Problem solving  
0 - 0%

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

Field work, completion of objectives

Skill Demonstrations  
50 - 65%

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

Other Category  
15 - 30%

### Representative Textbooks and Materials:

Intern Handbook and other career related materials prepared by the instructor.

## **OTHER REQUIRED ELEMENTS**

### **STUDENT PREPARATION**

Matric Assessment Required:	E	Requires English Assessment
Prerequisites-generate description:	NP	No Prerequisite
Advisories-generate description:	A	Auto-Generated Text
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	N	No Prerequisite Rules Exist
Requires instructor signature:	Y	Instructor's Signature Required

### **BASIC INFORMATION, HOURS/UNITS & REPEATABILITY**

Method of instruction:	20	Work Experience
	71	Internet-Based, Simultaneous Interaction
	72	Internet-Based, Delayed Interaction
Area department:	WEE	Work Experience Education
Division:	63	Business & Career Development
Special topic course:	N	Not a Special Topic Course
Program status:	1	Both Certificate and Major Applicable
Repeatability:	25	16 Units Total (WrxE only)
Repeat group id:	WEOC99	WORK EXPERIENCE 99

### **SCHEDULING**

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	N	Credit by examination not allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	4940	Work Experience

### **OTHER CODES**

Discipline:	Computer Information Systems OR Business	
Basic skills:	N	Not a Basic Skills Course
Level below transfer:	Y	Not Applicable
CVU/CVC status:	Y	Distance Ed, Not CVU/CVC Developed
Distance Ed Approved:	N	<a href="#">None</a>
Emergency Distance Ed Approved:	Y	<a href="#">Fully Online</a> <a href="#">Partially Online</a> <a href="#">Online with flexible in-person activities</a>
Credit for Prior Learning:	N	Agency Exam
	N	CBE
	N	Industry Credentials
	N	Portfolio
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Career-Technical Education
SAM classification:	C	Clearly Occupational
TOP code:	0701.00	Information Technology, General
Work-based learning:	Y	Includes Work-Based Learning Activities
DSPS course:	N	Not a DSPS Course

In-service:

N

Not an in-Service Course