

COUN 99I Course Outline as of Fall 2018**CATALOG INFORMATION**

Dept and Nbr: COUN 99I Title: HUMAN SERV INTERNSHIP
 Full Title: Occupational Work Experience Human Services Internship
 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:

Catalog Description:

Counseling 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 Human Services. Students eligible for internships will have declared a major, have completed courses in their major, or have acquired a high level of skill in Human Services, and are ready for on-the-job experience in a paid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in Human Services.

Prerequisites/Corequisites:

Course Completion of COUN 90, AODS 90, and COUN 87

Recommended Preparation:

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

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

Schedule of Classes Information:

Description: Counseling 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 Human Services. Students eligible for internships will have declared a major, have completed courses in their major, or have acquired a high level of skill in Human Services, and are ready for on-the-job experience in a paid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in Human Services. (Grade Only)

Prerequisites/Corequisites: Course Completion of COUN 90, AODS 90, and COUN 87

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment: Student must complete an 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:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Transferable	Effective:	Summer 2004	Inactive:
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UC Transfer:		Effective:		Inactive:
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CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:

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

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

Objectives:

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

1. Develop, achieve, and assess Human Services 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 Human Services skills of a targeted career; write a Human Services resume.
4. Assess Human Services 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:

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 Human Services 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, 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.	
Work-based learning, 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