WEOC 99 Course Outline as of Spring 2020

CATALOG INFORMATION

Dept and Nbr: WEOC 99 Title: OCC WORK EXPERIENCE
Full Title: Occupational Work Experience
Last Reviewed: 10/10/2022

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 (WrxEx 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.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

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 semester.

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 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. (Grade Only)
Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100
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 semester.
Transfer Credit: CSU;
Repeatability: 16 Units Total (WrxEx only)

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

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

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

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. Identify 21st Century Work Skills and their application in the workplace.
2. Demonstrate improvement of job-site performance through application of 21st Century Work Skills.
3. Apply discipline-specific skills and knowledge at the job site.

Objectives:
Upon completion of the course, students will be able to:
1. Identify and demonstrate productive 21st Century Work Skills and professional standards.
2. Research discipline-specific job skills and career development information.
3. Develop and assess discipline-specific, work-based learning objectives.
4. Use self-reflective and critical analysis to evaluate a job site experience.
5. Keep accurate records of employment.
6. Repeating students must demonstrate increased depth and breadth of work skills proficiency at their worksite with new learning objectives.

Topics and Scope:

I. 21st century work skills
   A. Communication
   B. Customer service
   C. Time management
   D. Interpersonal skills
   E. Honesty/integrity
   F. Motivation/initiative

G. Professionalism/work ethic
H. Teamwork
I. Analytical skills
J. Flexibility/adaptability
K. Technology
L. Job knowledge
M. Leadership
N. Cultural competence

II. Seminars and online activities
A. Career research
B. Resume and cover letter
C. Informational interviewing
D. 21st century work skills topics
E. Career Center resources

III. Work-based learning objectives
A. Self-assessment
B. Format
C. Measurement
D. Evaluation
E. Job skill improvement related to discipline and career in Agriculture

IV. Written report
A. Format
B. Grammar and organization
C. Content
D. Reflective analysis

V. Accurate record keeping and timely reporting of hours worked

VI. Repeating students
A. Complete a new self-assessment of 21st century work skills
B. Develop new work based learning objectives
C. Measure/evaluate work site performance

Assignment:

1. Write, accomplish, and evaluate 4 measurable work-based learning objectives.
2. Select and attend 4 hours of seminars or activities.
3. Complete evaluation of seminars and activities.
4. Write a 3 page self-reflective report.
5. Keep accurate records of hours worked per week.
6. Meet with instructor and job supervisor at least two times a semester.
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 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; orientation; activites; analysis of seminars, activities, or project; hours worked	Other Category 15 - 30%

Representative Textbooks and Materials:
Work Experience Handbook.