HR 99I Course Outline as of Summer 2021

CATALOG INFORMATION

Dept and Nbr: HR 99I Title: HUMAN RESOURCES INTERN
Full Title: Human Resources Occupational Work Experience Intern
Last Reviewed: 3/11/2024

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	8.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	1.00	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:
Human Resources 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 and relates to the student's educational or occupational goal. Students eligible for internships will have declared a major in Human Resources, 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 (75 hours/unit) position. Students will acquire new knowledge, skills, and abilities to prepare for a career in Human Resources.

Prerequisites/Corequisites:
Course Completion of HR 60 and HR 62

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: Human Resources 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 and relates to the student's educational or occupational goal. Students eligible for internships will have declared a major in Human Resources, 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 (75 hours/unit) position. Students will acquire new knowledge, skills, and abilities to prepare for a career in Human Resources. (Grade Only)
Prerequisites/Corequisites: Course Completion of HR 60 and HR 62
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 (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 2016	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. Demonstrate application of human resources skills and knowledge at the job site
2. Write a resume targeted to a human resources career that includes the new skills acquired in the internship.
3. Demonstrate improvement of human resources job skills at the job site.

Objectives:
Upon completion of the course, students will be able to:
1. Develop, achieve, and assess human resources 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 resources skills of a targeted career; write a human resources resume.
4. Assess human resources classroom learning and apply applicable skills to meet requirements at job site.
5. Research career information related to human resources.
6. Keep accurate records of employment.
7. Repeating students must demonstrate increased depth and breadth of work skills proficiency

at their worksite with new human resources 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 resources 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 work-based 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 a minimum of two times.
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:
Instructor prepared materials: Intern Handbook