

WEOC 99I Course Outline as of Fall 2022**CATALOG INFORMATION**

Dept and Nbr: WEOC 99I Title: INTERNSHIP WORK EXPR
 Full Title: Internship Occupational Work Experience
 Last Reviewed: 2/24/2025

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 or P/NP
 Repeatability: 25 - 16 Units Total (WrxE only)
 Also Listed As:
 Formerly:

Catalog Description:

Internship Work Experience is an opportunity for students to receive college credit for working in a position related to their field of study. Students will set learning goals, receive job coaching and resume instruction. 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. Students are responsible for securing a position before they enroll in the course. Credit for work is determined by hours worked within the semester: 75 paid hours or 60 non-paid hours equals one unit.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Students must have secured a position prior to enrollment.

Schedule of Classes Information:

Description: Internship Work Experience is an opportunity for students to receive college credit for working in a position related to their field of study. Students will set learning goals, receive

job coaching and resume instruction. 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. Students are responsible for securing a position before they enroll in the course. Credit for work is determined by hours worked within the semester: 75 paid hours or 60 non-paid hours equals one unit. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment: Students must have secured a position 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:
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CSU Transfer:	Transferable	Effective:	Fall 1981	Inactive:
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UC Transfer:		Effective:		Inactive:
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CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

Approval and Dates

Version:	09	Course Created/Approved:	8/1/1981
Version Created:	12/9/2021	Course Last Modified:	8/17/2024
Submitter:	Lauralyn Larsen	Course last full review:	2/24/2025
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	2/24/2025
Version Status Date:	2/7/2022	Semester Last Taught:	Summer 2024
Version Term Effective:	Fall 2022	Term Inactive:	Fall 2024

COURSE CONTENT

Student Learning Outcomes:

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

1. Demonstrate application of discipline-specific skills and knowledge at the employment site
2. Write a resume targeted to their discipline-specific career that includes the new skills acquired in the internship

Objectives:

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

1. Develop, achieve, and assess discipline-specific skills and apply them to work-based learning goals
2. Assess discipline-specific classroom learning and apply applicable skills to meet requirements of the employment site
3. Assess new skills learned in the internship and apply to a resume

4. Keep accurate records of employment
5. Repeating students must demonstrate increased depth and breadth of work skills proficiencies at their worksite with new learning goals

Topics and Scope:

- I. Work-Based Learning Goals
 - A. Self-assessment of strengths
 - B. Measurement
 - C. Evaluation
- II. Job Site Skills
 - A. Classroom preparation
 - B. Job site requirements
- III. Career Development
 - A. Exploration of develop career goals as reflected in internship
- IV. Record Keeping
- V. Repeating Students
 - A. Develop new more complex discipline specific learning goals
 - B. Measure/evaluate work site performance

Assignment:

1. Attend an orientation with instructor
2. Write, complete, and evaluate measurable work-based learning goals
3. Select, attend, and evaluate seminars/activities, and/or complete a project
4. Develop or revise resume
5. Write reflective report (2-3 pages)
6. Keep accurate records of hours worked per week
7. Meet with instructor and job supervisor for work-based learning goals evaluation, as well as periodically as required
8. Repeating students will create new work-based learning goals 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.

Work-based learning goals; resume; reflective report

Writing
10 - 35%

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.

Completion of work-based learning goals

Skill Demonstrations
40 - 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.

Orientation; seminars/activities/workshop, or project; record hours worked; evaluation of work-based learning goals; evaluation with instructor and job supervisor

Other Category
15 - 35%

Representative Textbooks and Materials:

Instructor prepared materials

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:	Work Experience	Instructors or Coordinators
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:	Y	Either online or hybrid, as determined by instructor
Emergency Distance Ed Approved:	Y	Fully Online Partially Online Online with flexible in-person activities
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:	0501.00	Business and Commerce, 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