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: 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 or P/NP
Repeatability: 25 - 16 Units Total (WrxEx 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:

			Effective:	Inactive:
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

Approval and Dates

Version:	09	Course Created/Approved:	8/1/1981
Version Created:	12/9/2021	Course Last Modified:	12/30/2023
Submitter:	Lauralyn Larsen	Course last full review:	10/9/2023
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	10/9/2023
Version Status Date:	2/7/2022	Semester Last Taught:	Fall 2023
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 (WrxEx 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