WEOC 99 Course Outline as of Fall 2023

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. Students will set learning goals, receive job coaching, and resume instruction. The course is for students who work in a job that is related to their chosen course of study. 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:

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. Students will set learning goals, receive job coaching, and resume instruction. The course is for

students who work in a job that is related to their chosen course of study. Credit for work is determined by hours worked within the semester: 75 paid hours or 60 non-paid hours equals one unit. (Grade Only)
Prerequisites/Corequisites:
Recommended:
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. Demonstrate application of discipline-specific skills and knowledge at the job site.
2. Write a resume targeted to a discipline-specific career that includes the new skills acquired at the job site.

Objectives:
At the conclusion of this course, the student should be able to:
1. Identify and demonstrate career readiness work skills and professional standards.
2. Research discipline-specific job skills and career development information.
3. Develop and assess discipline-specific, work-based learning goals.
4. Use self-reflective and critical analysis to evaluate a job site experience.
5. Keep accurate records of employment.
6. Demonstrate increased depth and breadth of work goals at their worksite with new learning goals, if they are repeating students.

Topics and Scope:

I. Work-Based Learning Goals
   A. Self-assessment of employability skills
   B. Measurement
   C. Evaluation

II. Job Site Skills
   A. Job site requirements
III. Career Development
   A. Self-assessment
   B. Resume writing
IV. Record Keeping
   A. Accurate record keeping and timely reporting of hours worked

Assignment:

1. Attend an orientation with instructor
2. Write, complete, and evaluate measurable work-based learning goals
3. Select, attend, and evaluate seminars/activities/workshops, 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/workshops, or project; record hours worked; evaluation of work-based learning goals; evaluation with instructor and job supervisor	Other Category 10 - 40%

Representative Textbooks and Materials:
Instructor prepared materials