

**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:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1981	Inactive:
<b>UC Transfer:</b>		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:**

In order to achieve these learning outcomes, during the course students will:

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