

**BGN 99I Course Outline as of Summer 2025****CATALOG INFORMATION**

Dept and Nbr: BGN 99I Title: ADMIN. ASSISTANT INTERN

Full Title: Administrative Assistant Internship

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	24.00		Contact DHR	420.00
		Contact Total	24.00		Contact Total	420.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 420.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly: BOT 99.II

**Catalog Description:**

Internships are 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-writing instruction. Internships provide students the opportunity to gain valuable applied experience, develop social capital, explore career fields, and make connections in professional fields. To be eligible for internships, students 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 or unpaid position. Students are responsible for securing a position before they enroll in the course. 52.5 hours of paid or non-paid work equals 1.00 unit, completed within the academic term.

**Prerequisites/Corequisites:**

Course Completion BGN 110, CS 60.1A, and CS 61.1A

**Recommended Preparation:****Limits on Enrollment:**

Student must have secured an internship position prior to enrollment.

**Schedule of Classes Information:**

Description: Internships are 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-writing instruction. Internships provide students the opportunity to gain valuable applied experience, develop social capital, explore career fields, and make connections in professional fields. To be eligible for internships, students 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 or unpaid position. Students are responsible for securing a position before they enroll in the course. 52.5 hours of paid or non-paid work equals 1.00 unit, completed within the academic term. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion BGN 110, CS 60.1A, and CS 61.1A

Recommended:

Limits on Enrollment: Student must have secured an internship position prior to enrollment.

Transfer Credit: CSU;

Repeatability: Exempt From Repeat Provisions

### **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: Summer 2004	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

### **COURSE CONTENT**

**Student Learning Outcomes:**

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

1. Demonstrate progress toward discipline-specific skills and their application at the employment site
2. Write a resume targeted to their discipline-specific career goal that includes the new skills and accomplishments 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. Complete career and educational pathway activities
4. Assess new skills and accomplishments learned in the internship and apply to a career-targeted resume
5. Keep accurate records of employment
6. Repeating students must demonstrate increased depth and breadth of work skills at their

worksite with new learning goals

## Topics and Scope:

- I. Work-Based Learning Goals
  - A. Self-assessment of workplace skills
  - B. Write workplace goals
  - C. Evaluation of workplace goals
- II. Job Site Skills
  - A. Classroom preparation
  - B. Job site requirements
  - C. Measurement of workplace skills through self-reflection and critical analysis
- III. Career Development
  - A. Exploration of career goals as reflected in internship
  - B. Career-readiness activities
- IV. Record Keeping

Repeating students develop new and/or more complex workplace learning goals

## Assignment:

- 1. Write, complete, and evaluate measurable work-based learning goals which includes a meeting with the instructor and job supervisor
  - A. Repeating students will create new work-based learning goals that are more complex and at a higher level of competency
- 2. Select, attend, and evaluate career-related activities
- 3. Develop or revise a resume
- 4. Write a self-reflective report
- 5. Keep accurate records of hours worked

## 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; self-reflective report

Writing  
20 - 40%

**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 and evaluation 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.

Career activities; record hours worked

Other Category  
15 - 35%

**Representative Textbooks and Materials:**

Instructor prepared materials