

WEE 495 Course Outline as of Fall 2025**CATALOG INFORMATION**

Dept and Nbr: WEE 495 Title: VOLUNTEER SERVICE

Full Title: Volunteer Service

Last Reviewed: 2/24/2025

Units		Course Hours per Week	Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	17.5	Lecture Scheduled 0
Minimum	0	Lab Scheduled	0	6	Lab Scheduled 0
		Contact DHR	9.00		Contact DHR 157.50
		Contact Total	9.00		Contact Total 157.50
		Non-contact DHR	0		Non-contact DHR 0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 157.50

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As: WEE 95

Formerly:

Catalog Description:

Students will volunteer in the community and set goals in this experiential learning course. Students will volunteer at places, such as clinics, hospitals, convalescent homes, educational facilities, animal-care facilities, recreation programs, government agencies, and/or non-profit organizations. The instructor will assist students in locating leads for volunteer opportunities.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:**

Student must complete an informational meeting with instructor to discuss volunteer opportunities and placement prior to enrollment.

Schedule of Classes Information:

Description: Students will volunteer in the community and set goals in this experiential learning course. Students will volunteer at places, such as clinics, hospitals, convalescent homes, educational facilities, animal-care facilities, recreation programs, government agencies, and/or

non-profit organizations. The instructor will assist students in locating leads for volunteer opportunities. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment: Student must complete an informational meeting with instructor to discuss volunteer opportunities and placement prior to enrollment.

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
---------------	----------------------	------------	-----------

CSU Transfer:	Effective:	Inactive:
----------------------	------------	-----------

UC Transfer:	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. Develop and evaluate volunteer-based learning goals
2. Write a resume to include volunteer experience and skills

Objectives:

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

1. Research and evaluate volunteer opportunities
2. Develop and complete written learning goals and evaluation of goals
3. Keep accurate records of volunteer hours

Topics and Scope:

I. Work-Based Learning Goals

- A. Write work-based goals
- B. Measure workplace skills using self-reflective and critical analysis
- C. Evaluation of workplace goals

II. Career Development

- A. Research and evaluate volunteer opportunities
- B. Resume writing

III. Record Keeping

- A. Accurate record keeping
- B. Timely reporting of hours worked

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

Assignment:

1. Select, attend, and evaluate seminars/activities/workshops, and/or complete a project
2. Write, complete, and evaluate measurable work-based learning goals with site-based supervisor
3. Individual orientation appointment with the instructor
4. Complete a written self-reflective essay of the volunteer experience
5. Develop or revise a resume to include volunteer experience
6. Keep accurate records of volunteer hours worked
7. 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; self-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.	
Complete and evaluate 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 appointment; 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