

**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 (WrxE 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:**

<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 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%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%
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**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%
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**Exams:** All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%
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**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