COUN 99I Course Outline as of Summer 2004

CATALOG INFORMATION

Dept and Nbr: COUN 99I Title: HUMAN SERV INTERNSHIP
Full Title: Occupational Work Experience Human Services 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	8	Lab Scheduled	0
		Contact DHR	40.00		Contact DHR	700.00
		Contact Total	40.00		Contact Total	700.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00 Total Student Learning Hours: 700.00

Title 5 Category:	AA Degree Applicable
Grading:	Grade Only
Repeatability:	25 - 16 Units Total (WrxEx only)
Also Listed As:	
Formerly:	

Catalog Description:
Counseling Occupational Work Experience Internship is supervised employment of students that extends classroom learning to the job site and relates to the students' educational or occupational goals. The Intern Program is for students who have declared a major, have taken classes in the major, and are ready for on-the-job experience in a paid or unpaid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field. May be repeated for a total of 16 units or 4 semesters. Must be enrolled in 7 units including Intern units for fall and spring semesters. Summer semester requires Intern units and one other course.

Prerequisites/Corequisites:
COUN 90 AND HLE95

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:
Student must complete an application, interview, placement and verification of employment because intern position must be secured prior to enrollment.

Schedule of Classes Information:
Description: The Intern Program is for students who have declared a major, have taken classes in

the major, and are ready for on-the-job experience in a paid or unpaid position. (Grade Only)
Prerequisites/Corequisites: COUN 90 AND HLE95
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment: Student must complete an application, interview, placement and verification of employment because intern position must be secured prior to enrollment.
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:	Summer 2004	Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Identify and utilize productive work skills and professional standards
2. Research career information
3. Develop and assess work-based learning objectives
4. Critique and/or analyze a subject requiring research or problem solving
5. Keep accurate records of employment; including the development and maintenance of a resume
6. Utilize effective written and oral communication skills.

Topics and Scope:

1. Productive work skills and professional standards
   a. Teamwork
   b. Communication
   c. Time management
   d. Problem solving
2. Job and career research
   a. Employer panel discussions, personal skill sets, job search strategies
   b. Internet research
   c. Career Center resources
   d. Resumes, cover letters, and interviewing
3. Work-based learning objectives

a. Principles
b. Format
c. Measurement
d. Evaluation
e. Job skill improvement

4. Written report
   a. Format
   b. Grammar and organization
   c. Focus
5. Accurate record keeping and timely reporting of hours worked
6. Communication sills
   a. Professional oral and written communication with instructor
   b. Professional oral and written communication with job site supervisor.

Assignment:

1. Write, accomplish, and evaluate 4-5 measurable learning objectives
2. Attend 2-10 hours of seminars and/or complete activities or a project based on the number of units enrolled
3. Write 1-2 page reflective report
4. Develop or revise a resume
5. Verify hours worked
6. Meet with instructor and job supervisor at least two times

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.

Reflective report, resume, and objectives	Writing 10 - 15%

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.

Field work, Completion of objectives	Skill Demonstrations 45 - 70%

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.

Instructor evaluation, analysis of seminars, activities, or project, and hours worked	Other Category 15 - 45%

Representative Textbooks and Materials:
Intern Handbook and other career related materials prepared by instructor.