WEOC 99I Course Outline as of Fall 2016

CATALOG INFORMATION

Dept and Nbr: WEOC 99I Title: WORK EXPERIENCE INTERN
Full Title: Occupational Work Experience 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	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 Internship offers job readiness preparation; job seeking and coaching; application, resume, and interviewing instruction; screening; and prospective internship placement. Upon placement, the student begins supervised employment that extends classroom learning into the work environment. 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 will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

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

Schedule of Classes Information:
Description: Occupational Work Experience Internship offers job readiness preparation; job

seeking and coaching; application, resume, and interviewing instruction; screening; and prospective internship placement. Upon placement, the student begins supervised employment that extends classroom learning into the work environment. 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 will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field. (Grade Only)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment: Students 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:	Fall 1981	Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Develop, achieve, and assess discipline-specific work-based learning objectives.
2. Use self-reflective and critical analysis to evaluate a job site experience.
3. Research and analyze resume writing formats; assess discipline specific skills of a targeted career; write a discipline-specific resume.
4. Assess discipline-specific classroom learning and apply applicable skills to meet requirements at job site.
5. Research career information.
6. Keep accurate records of employment.
7. Repeating students must demonstrate increased depth and breadth of work skills proficiency at their worksite with new learning objectives.

Topics and Scope:

1. Work-based learning objectives
   a. Self-assessment
   b. Format
   c. Measurement

d. Evaluation
2. Written report
a. Format
b. Grammar and organization
c. Focus
d. Reflective analysis
3. Resume
a. Research
b. Analysis
c. Skills assessment measurement
d. Career objective
e. Format
f. Organization
g. Education and experience
h. Skills and qualifications
4. Job site skills
a. Classroom preparation
b. Job site requirements
5. Job and career research
a. Employer panel discussions, personal skill sets, job search strategies
b. Informational interviews and job shadows
6. Accurate record keeping and timely reporting of hours worked
7. Repeating students
a. Develop new more complex discipline specific learning objectives
b. Measure/evaluate work site performance

Assignment:

1. Write, accomplish, and evaluate 4 measureable work-based learning objectives.
2. Select and attend 4 hours of seminars or activities, or complete a project.
3. Develop or revise resume.
4. Write a 2-3 page reflective report.
5. Keep accurate records of hours worked per week.
6. Meet with instructor and job supervisor twice.
7. Repeating students will create new objectives 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.

Reflective report, resume, and objectives	Writing 10 - 25%

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 50 - 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.

Instructor evaluation; orientation; activites; analysis of seminars, activities, or project; hours worked	Other Category 15 - 30%

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