

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

BUS 99 - Work Experience-BUS

1 - 8 Unit(s)

Prerequisite(s): Permission of Cooperative Work Experience
Education instructor and employment supervisor

Recommended Prep: NONE

Transfer Status: CSU

60 - 600 hours Work Experience

Career Work Experience (CWE) is a course that gives students the opportunity to earn both a grade and units for what they learn on the job related to their vocational major while gaining practical work experience. Students may earn one semester unit of college credit in this course for every sixty hours of unpaid work experience (60-480 hours unpaid) or seventy-five hours of paid work experience (75-600 hours paid). Students may earn a maximum of sixteen units for all types of Work Experience. Students may enroll in this course up to 16 unit(s) to complete the entire curriculum of the course.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Identify CWE objectives that are unique to each student and employment situation in consultation with their employer and CWE instructor prior to enrollment.
- B. Describe the importance of on-the-job responsibilities.
- C. Identify the attitudes and knowledge elements necessary for success.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Work Experience	
<u>Topics</u>	<u>Hours</u>
1. Writing measurable objectives	4.00 - 4.00
2. Work and skill orientation while working with a supervisor	10.00 - 40.00
3. Individual skill development	40.00 - 542.00
4. Self evaluation	2.00 - 4.00
5. Recording attendance and the value of time management	4.00 - 10.00
Total Hours	60 - 600

IV. METHODS OF INSTRUCTION

- A. General methods of instruction will vary with each student and employer, but will usually rely on "hands on," on-the-job training as the primary method of instruction.
- B. Procedures for enrolling in Career Work Experience.
 - 1. Contact the Job Placement and Cooperative Education Office to obtain an enrollment packet or download from the Job Placement and Cooperative Education website.
 - 2. Fill out the Application for Career Work Experience, and the Cooperative Work Experience Student Agreement.
 - 3. With assistance of the employer and instructor, write specific, measurable learning objectives to be met during the semester and enter them onto the Objective/Evaluation sheet including signatures from student, employer and instructor.
 - 4. Return the completed packet to the Job Placement and Cooperative Education Office to obtain a control number.
 - 5. Promptly enroll in class at Admissions and Records.
- C. Students' Responsibilities.
 - 1. Fill out the Objective/Evaluation sheet in consultation with the instructor and employer. The agreement needs to be signed by student, employer and instructor.
 - 2. Become properly registered in the Career Work Experience course.
 - 3. During the work experience, keep a record of attendance at work on the yellow Employer's Report of Student Attendance form. At the conclusion of this course have this form signed by your supervisor to verify its accuracy and submit to the Job Placement and Cooperative Education Office.
- D. Work Experience Instructor.
 - 1. Will arrange for work site visitation, course grading and submission of appropriate paperwork and forms necessary to completing the course.

V. METHODS OF EVALUATION

- A. Students may earn one semester unit of college credit in this course for every sixty hours of non-paid work experience and seventy-five hours of paid work experience. Students may earn from 1 to 8 units in a semester.
- B. Grading: An assessment will be made by the Work Experience Instructor in consultation with the student and their supervisor regarding the student's ability to achieve the objectives noted on the Objective/Evaluation sheet submitted at the beginning of the course.

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Learning objectives and assignments are assigned by the instructor who is supervising each individual student's internship or other workplace experience. Each student's assignments and learning objectives are unique to their own experience and education and dependent on the employer's ability to provide new learning opportunities.
- B. Writing Assignments
 - 1. Learning objectives and assignments are assigned by the instructor who is supervising each individual student's internship or other workplace

experience. Each student's assignments and learning objectives are unique to their own experience and education and dependent on the employer's ability to provide new learning opportunities.

C. Out-of-Class Assignments

1. Learning objectives and assignments are assigned by the instructor who is supervising each individual student's internship or other workplace experience. Each student's assignments and learning objectives are unique to their own experience and education and dependent on the employer's ability to provide new learning opportunities.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Materials Other Than Textbooks:

- A. Materials of instruction will depend upon the type of job obtained by the student.

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