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**Course Outline for WRKX 95**  
**GENERAL WORK EXPERIENCE**  
**Effective: Fall 2018**

**I. CATALOG DESCRIPTION:**

WRKX 95 — GENERAL WORK EXPERIENCE — 1.00 - 6.00 units

This course of supervised employment provides students with the opportunity to earn college credit while working and developing desirable work habits, attitudes, and skills. Students working in any part-time or full-time, paid or unpaid position will contract, in collaboration with their work supervisor and instructor, to set measurable, achievable goals; accomplish new or expanded learning objectives; and broaden work skills and experiences. The work experience need not be related to the students' educational goals. Students can earn 1 to 6 units per semester for a maximum of 16 units of Cooperative Work Experience, which includes General Work Experience and Occupational Work Experience/Internship. Students must work 75 paid hours or 60 unpaid hours per unit earned during the semester.

1.00 - 6.00 Units Work Experience

**Grading Methods:**

Letter or P/NP

**Discipline:**

- Work Experience Instructors or Coordinators

	<u>MIN</u>	<u>MAX</u>
<b>Work Experience Hours:</b>	60.00	450.00
<b>Total Hours:</b>	60.00	450.00

**II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT:** WX - May be taken any number of times for a maximum of 16 units of Cooperative Work Experience

**III. PREREQUISITE AND/OR ADVISORY SKILLS:**

**IV. MEASURABLE OBJECTIVES:**

**Upon completion of this course, the student should be able to:**

- A. Develop college-level, on-the-job learning objectives, in collaboration with the work supervisor and instructor, which are specific, measurable, achievable, relevant, and time-based (SMART).
- B. Evaluate one's performance on the learning objectives and explain skills that are critical to success.
- C. Examine one's abilities, behavior, and beliefs about working.
- D. Analyze job requirements, employer expectations, and skills required for promotional opportunities.
- E. Assess workplace performance to identify strengths as well as areas for improvement that will increase employability and assist in awareness of career options.

**V. CONTENT:**

- A. Today's working environment
- B. Goal setting
  1. Objectives
  2. SMART process
- C. Skills to support job success
- D. Observing work behaviors
- E. Recognizing employer and supervisory goals
  1. Alignment
  2. Conflicts
- F. Evaluating SMART goals
  1. Achievement points
  2. Improvement areas
- G. Reflecting and analyzing
  1. Personal awareness
  2. Observations
  3. Action plans for the future

**VI. METHODS OF INSTRUCTION:**

- A. On-the-job, supervised work experience
- B. Individual consultation with students
- C. Individual consultation with supervisors

## VII. TYPICAL ASSIGNMENTS:

- A. Assignments are individualized according to the mutually set SMART objectives prepared by the student and approved by both the workplace supervisor and college instructor.
- B. Individualized assignments may include:
  - 1. Collect information about a social media strategy and prepare a written summary for the supervisor.
  - 2. Identify three actions which will enhance the customer's experience and demonstrate them for the supervisor and work group.
  - 3. Research where competitors are advertising and create a comparison chart on cost, complexity, and effectiveness.
- C. Write a three-page self-assessment.
- D. Keep an accurate record of hours worked per week.
- E. Submit required course forms and documents.

## VIII. EVALUATION:

### A. **Methods**

- 1. Class Performance
- 2. Other:
  - a. Success on achieving each SMART goal
  - b. Supervisor's performance appraisal/overall work performance
  - c. Discussions with the student's supervisor
  - d. Instructor's appraisal of student progress and learning
  - e. Student's self-appraisal

### B. **Frequency**

- 1. Time frames for all evaluation methods will be set in collaboration with the student, supervisor, and instructor.
- 2. Due dates for state-required forms from the student and supervisor will be provided each semester.
  - a. Time cards
  - b. SMART goal agreements
  - c. Performance appraisal from supervisor
  - d. Student's self-appraisal
- 3. At least one site visit will occur.
- 4. Discussions between the supervisor and the instructor will occur as needed. One of the discussions may occur during the on-site visit.

## IX. TYPICAL TEXTS:

- 1. LPC Work-Based Learning Handbook.
- 2. No other textbooks are required for this course. Instructors will provide references to or compilations of resources as needed.

## X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Access to a computer and internet connection.