

Course Outline for WRKX 95
GENERAL WORK EXPERIENCE
Effective: Spring 2019

I. CATALOG DESCRIPTION:

WRKX 95 — GENERAL WORK EXPERIENCE — 0.50 - 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 0.5 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.

0.50 - 6.00 Units Work Experience

Grading Methods:

Letter or P/NP

Discipline:

- Work Experience Instructors or Coordinators

	<u>MIN</u>	<u>MAX</u>
Work Experience Hours:	30.00	450.00
Total Hours:	30.00	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:

Methods/Frequency

- A. Class Performance
semester long
- B. Other
 - 1. Time frames for all evaluation methods will be set in collaboration with the student, supervisor, and instructor.
 - 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
 - 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.