

Las Positas College  
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## Course Outline for CIS 95

### WORK EXPERIENCE PRACTICUM

Effective: Spring 2014

#### I. CATALOG DESCRIPTION:

CIS 95 — WORK EXPERIENCE PRACTICUM — 1.00 - 3.00 units

Earn college credit for learning while working. Occupational Work Experience is college-supervised employment of students that extends classroom learning to the work place and relates to the students' educational or occupational goals. Students must have a job (paid, volunteer or internship) in a licensed business that directly relates to their goals. Through a set of individualized learning objectives established by the student, supervisor and instructor, each student will work with and learn from professionals in their field of study. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and apply knowledge and skills gained in the traditional classroom in a work?site situation.

1.00 - 3.00 Units Lab

#### Corequisite

CIS 96 - Work Experience Seminar  
or

CNT 96 - Directed Work Experience Seminar  
or

CS 96 - Directed Work Experience Seminar

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#### Grading Methods:

Letter or P/NP

#### Discipline:

	<u>MIN</u>	<u>MAX</u>
<b>Lab Hours:</b>	54.00	162.00
<b>Total Hours:</b>	54.00	162.00

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

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

#### IV. MEASURABLE OBJECTIVES:

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

- A. Describe the work experience site in terms of organization, goals and philosophy
- B. Demonstrate direct involvement in the activities of the chosen work place
- C. Demonstrate one or more new skills acquired as a result of the professional objectives chosen as a course requirement for this class
- D. Evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies
- E. Develop new knowledge and job skills that relate specifically to the students educational or occupational goal
- F. Identify and apply job skills, aptitudes, attitudes and attributes that will enable the student to be successful in the workplace
- G. Develop measurable work performance behaviors and assess work performance
- H. Draft, edit and publish a current resume that includes the work-based learning opportunity

#### V. CONTENT:

- A. Pre-enrollment application and interview with the instructor
- B. Approval of work site or selection of work site if assigned by instructor
- C. Orientation to the work experience site
- D. Identification of knowledge and skills that will be needed during work experience
- E. Direct involvement in planning and carrying out activities at the work experience site
- F. Feedback from site and college supervisor concerning skill levels
- G. Assessment of the work experience component and assessment of personal career choice
- H. Identification of professional objectives which will be clearly described in a written format including the date of completion and the method of evaluation

#### VI. METHODS OF INSTRUCTION:

- A. Students must be placed in a cooperating work place setting for 5-15 hours per week for on-the-job experience (paid, volunteer or internship) 1. Placements will give the students opportunity to apply specific skills learned in classes. 2. The site supervisors will teach by serving as role models as well as by direct supervision when appropriate.
- B. Kinesthetic (Hands-on) learning is provided by this placement.
- C. The students will reflect upon the work experience and keep a journal which will be used for seminar (CIS/CNT/CS-96) discussion.

## VII. TYPICAL ASSIGNMENTS:

A. Students will be directed at the work site by the site supervisor. The variety of sites and assigned tasks are myriad. In all placements students will be involved with: 1. complete and submit in a timely manner all requested forms: application, employer consent, course contract, time sheet 2. maintain regular contact with instructor 3. performing work site duties as assigned 4. communicating with the site supervisor B. "Management by objectives" requires the students to select three objectives that will be completed during the work experience period, which will stretch them professionally and give them the opportunity to do new, creative and challenging assignments that they have not previously undertaken. These must be completed as designed by the time-line the students establish.

## VIII. EVALUATION:

### A. **Methods**

- 1. Other:
  - a. Methods of Evaluation:
    - 1. Completed objectives will be evaluated by the site supervisor, the college instructor, served by the program, other staff, etc.
    - 2. On-site interview between college supervisor, student and site supervisor
    - 3. Work ethic
      - a. no tardiness
      - b. no unexcused absenteeism
      - c. appropriate dress, manner and behavior for such work

### B. **Frequency**

- 1. Frequency of Evaluation:
  - a. The student chosen objectives will be evaluated on the date indicated for completion in accordance with the student plan.
  - b. The college instructor will visit the site around the middle of the semester placement and observe and evaluate the student.
  - c. The college instructor will visit the site at the end of the placement and meet with the supervisor, at which time the student's performance will be discussed if possible with the instructor, site supervisor and student.

## IX. TYPICAL TEXTS:

- 1. Hart and Fields, Las Positas College *Work Experience Education*., Self-published, 2006.
- 2. Stull, Zedlitz *The School-to-Work Planner - A Student Guide to Work-Based Learning*. 3rd ed., Course Technology, 2004.

## X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Access to the World Wide Web with any major Web browser
- B. MS Office software: Word, Excel, Access, Powerpoint
- C. Email account