

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551-7650
(925) 424-1000
(925) 443-0742 (Fax)

Course Outline for WRKX 94

OCCUPATIONAL WORK EXPERIENCE/INTERNSHIP

Effective: Spring 2019

I. CATALOG DESCRIPTION:

WRKX 94 — OCCUPATIONAL WORK EXPERIENCE/INTERNSHIP — 0.50 - 8.00 units

This course of supervised employment provides students with the opportunity to earn college credit for developing marketable skills while working in their major field of study. Students working in a part-time or full-time, paid or unpaid internship or position related to their major field of study 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. Students will apply discipline-specific knowledge, skills, and abilities gained in the classroom. Students can earn 0.5 to 8 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 - 8.00 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	600.00
Total Hours:	30.00	600.00

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:

- Develop college-level, on-the-job learning objectives, in collaboration with the instructor and workplace supervisor, which are related to job/internship responsibilities and which are specific, measurable, achievable, relevant, and time-based (SMART).
- Apply classroom education toward a discipline-specific job and identify those areas where changes may be required.
- Identify career opportunities, job requirements, employer expectations, and promotional requirements in a discipline-specific job setting.
- Analyze and assess newly developed skills in preparation for employment in one's major field of study or advancement in a career.

V. CONTENT:

- Today's working environment in student's major field of study
- Goal setting
 - College-level objectives
 - SMART process
 - Application of classroom learning to the requirements of the workplace
- Skills to support job success in student's major field of study
- Observing work behaviors
- Recognizing employer and supervisory goals
 - Alignment
 - Conflicts
- Evaluating SMART goals
 - Achievement points
 - Improvement areas
- Reflecting and analyzing
 - Personal and career awareness
 - Observations
 - Action plans for the future

VI. METHODS OF INSTRUCTION:

- Individual consultation with students
- On-the-job, supervised work experience
- 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. Create a marketing plan to increase college student bus ridership by 30 percent.
 - 2. Design a drought-tolerant landscape plan for a client's backyard.
 - 3. Create an interior design for a client's kitchen using sustainable materials.
- C. Keep a weekly journal for reflection.
- D. Write a revised resume, including the workplace experience.
- E. Keep an accurate record of hours worked per week.
- F. 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.
 - 2.
 - 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
 - 3. Due dates for state-required forms from the student and supervisor will be provided each semester.
 - 4.
 - a. Time cards
 - b. SMART goal agreements
 - c. Performance appraisal from supervisor
 - d. Student's self-appraisal
 - 5. At least one site visit will occur.
 - 6. 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. No other textbooks are required for this course. Instructors will provide references to or compilations of resources as needed.
- 2. LPC Work-Based Learning Handbook

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Access to a computer and internet connection.