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Course Outline for INTN 2
INTERNSHIP FIELD PLACEMENT
Effective: Fall 2009

I. CATALOG DESCRIPTION:

INTN 2 — INTERNSHIP FIELD PLACEMENT — 1.00 - 3.00 units

Taken in conjunction with the Internship Seminar, the field placement is supervised employment for students who work in a job that is related to their chosen course of study. The placement allows for the application of discipline specific knowledge, skills and abilities gained in the classroom. Units earned are based on hours worked during the semester.

1.00 - 3.00 Units Lecture

Grading Methods:

Discipline:

	MIN	MAX
Lecture Hours:	18.00	54.00
Total Hours:	18.00	54.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 4

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

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

- A. perform and complete learning objectives related to job/internship responsibilities, established with the instructor, work place supervisor and student;
- B. apply their educational ability towards a discipline specific job, and identify those areas where changes may be required;
- C. demonstrate an understanding of career opportunities job requirements, employer expectations and promotional requirements in a discipline specific job setting;
- D. increase employability by articulating newly developed skills in revised resume.

V. CONTENT:

- A. Students utilize their learning objectives to perform job tasks
- B. Observation, feedback and assessment of work behaviors from internship supervisor as a means of identifying areas where changes may be required
- C. Research and identify job requirements for career/discipline specific industries
- D. Resume writing to include newly developed skills and current internship
- E. Day to day application of academic training to the requirements of the work site
- F. Informational interviews
- G. Keep accurate records of employment

VI. METHODS OF INSTRUCTION:

- A. Scheduled meetings with work site supervisor
- B. Feedback of performance data
- C. Modeling and observation
- D. On-the-job training

VII. TYPICAL ASSIGNMENTS:

A. Will vary by internship site; the following is required: 1. Day to day observation of students' internship experience as a means of reflection for journal entries 2. Updated resume to include current internship 3. Written summary of Informational Interview 4. Completion of Hours Worked Form, signed by supervisor

VIII. EVALUATION:

A. Methods

B. Frequency

- 1. Learning objectives will be submitted at the end of the semester
- 2. Hours Worked Form will be submitted at the end of the semester
- 3. Students will be evaluated on a completed updated resume at the end of the semester
- 4. Students will be evaluated on a completed summary of their informational interviews at the end of the semester

IX. TYPICAL TEXTS:

1. Kaser, Brooks, Brooks *Making The Most Of Your Internship.*, Thomson South-Western, 2007.
2. www.workbasedlearningconnections.com
3. www.careerbuilder.com

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Access to e-mail