

Las Positas College
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Course Outline for CIS 96

WORK EXPERIENCE SEMINAR

Effective: Spring 2014

I. CATALOG DESCRIPTION:

CIS 96 — WORK EXPERIENCE SEMINAR — 1.00 units

Earn college credit for learning while working. Focal point for the coordination of the student's program of study with college supervised part-time or full-time employment in the student's major field. Case studies, job related problems, student cases and presentations, and material related to employment, organizations and management are discussed; emphasis on building strong working relationships with supervisors, subordinates, and co-workers. Course content will serve as a guideline as you go through the employment cycle of setting goals, researching careers, applying for and getting a job, and dealing with workplace issues.

1.00 Units Lecture

Corequisite

CIS 95 - Work Experience Practicum
or

CNT 95 - Work Experience Practicum
or

CS 95 - Directed Work Experience Practicum

Grading Methods:

Discipline:

	MIN
Lecture Hours:	18.00
Total Hours:	18.00

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. Identify career preferences, seek professional career counseling, recognize the types of skills that promote employability, identify their skills, develop new skills, explore career options to meet their personal and professional needs, and avoid the pitfalls in career exploration
- B. Define, set, and maintain career goals, avoid career goal-setting pitfalls, identify the stages of the career development cycle, plan a career strategy, and identify the types of career moves in an organization.
- C. Maintain productivity, develop self-discipline, establish a professional image, promote themselves within and outside of their organization, take the advantage of skills and talents, learn new skills, and compete with oneself.
- D. Network effectively to advance in their careers, define their career needs, choose a mentor or a coach, find a sponsor in whom to seek career guidance, communicate effectively, and build strong relationships to develop their career network.

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
 - I. Students will be able to write complete and concise objectives for their on-the-job work experience
- J. Complete a Career Interest survey to identify interests and skills. After completing the survey, the student will then identify specific jobs that appeal to them that match their skills and interests
- K. Prepare a resume and cover letter in an appropriate format that is neat, complete and free of errors
- L. Fill out an application form in an appropriate manner

- M. Answer questions about proper interviewing techniques after viewing the interview film
- N. Identify specific employee rights/responsibilities
- O. Determine effective ways to manage their time
- P. Prepare to seek employment in the field of information technology

VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. **Demonstration** -
- C. **Research** -
- D. **Written exercises and case studies** -
- E. **Discussion** -
- F. Audio-visual materials with handouts for video, note taking, reflection, and a small group discussion
- G. Readings in text and handouts or study guide applications
- H. **Lab** - Assignments

VII. TYPICAL ASSIGNMENTS:

- A. Complete and submit in a timely manner all requested forms: application, employer consent, course contract, time sheet
- B. Research assignment. Complete an occupational interest survey at: <http://www.sfbaycareermap.org/>

VIII. EVALUATION:

A. **Methods**

- 1. Papers
- 2. Other:
 - a. Methods
 - 1. All assignments are evaluated on correctness, completeness, timely submission.
 - 2. Attend the orientation program for the Work Experience program as evidenced by sign-in sheet
 - 3. Three contacts during the semester with your Work Experience instructor: initial meeting, second contact letter/email, third contact letter/email
 - 4. Learning objectives: written and submitted by deadline and assessed by supervisor
 - 5. Self evaluation report: typed and submitted on time, covers the outlined questions
 - 6. Time cards: submitted by due dates
 - 7. Program evaluation: completed and submitted by deadline
 - 8. Resume and cover letter: compose current resume that includes your Work Experience

B. **Frequency**

- 1. Frequency of Evaluation
 - a. Deadlines for the above document specified throughout the semester

IX. TYPICAL TEXTS:

- 1. Course Instructor Lead Training *Course ILT: Career Development: with CD + CBT.*, Course Technology, 2004.
- 2. Carter,Izumo, Kravits *Career ToolKit, The: Skills for Success*. 3rd ed., Prenhall, 2001.

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