

Las Positas College
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Course Outline for INTN 1

INTERNSHIP SEMINAR

Effective: Spring 2018

I. CATALOG DESCRIPTION:

INTN 1 — INTERNSHIP SEMINAR — 1.00 units

Taken in conjunction with Internship Field Placement, this seminar examines issues related to work and professional development, in the students' chosen course of study (major). The seminar provides the context to reflect on concrete experiences at the internship site, and link these experiences to previously acquired discipline specific, classroom based knowledge.

1.00 Units Lecture

Corequisite

INTN 2 - Internship-Architecture/Design

Grading Methods:

Letter or P/NP

Discipline:

- Work Experience Instructors or Coordinators

	<u>MIN</u>
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:

- identify learning objectives related to job/internship responsibilities;
- assess and identify 21st century work skills needed to succeed in the workplace;
- record, assess and track progress through weekly journal entries;
- demonstrate technical proficiency in their major area of focus as identified in learning objectives and job responsibilities;
- research career opportunities in areas related to students' educational and occupational related goals;
- keep accurate records of employment.

V. CONTENT:

- Guidelines for writing effective learning objectives
- 21st Century Work Skills Assessment and Goal Setting
- Journal writing
- Experiential learning theory (Kohl)
- Identifying communication styles
- Networking and using the internship experience to advance career goals
- Measuring progress: self-evaluation and responding to evaluations by others

VI. METHODS OF INSTRUCTION:

- Discussion** - small and large groups
- Written exercises and case studies** -
- Critique** -
- Lecture** -

VII. TYPICAL ASSIGNMENTS:

A. Write, accomplish and evaluate 3 learning objectives B. Write weekly journal entries C. Complete on-line activities D. Participate in on-line discussions E. Complete communication styles assessment F. Complete 21st Century Work Skills Assessment G. Verify hours worked

VIII. EVALUATION:

- Methods**

B. Frequency

1. Monthly seminar attendance reports
2. Students will be evaluated on the completion of learning objectives
3. Students will be evaluated on completion of monthly on-line activities
4. Students will be evaluated on completion of weekly journal entries
5. Verification of hours worked form; turned in at the end of the semester

IX. TYPICAL TEXTS:

1. Kaser, Brooks, Brooks *Making The Most Of Your Internship.*, Thomson South-Western, 2007.
2. Gower, Ryan , and Michael Mulvaney. *Making the Most of Your Internship: A Strategic Approach.* 1 ed., Sagamore Publishing, 2012.
3. McRaven, William. *Make Your Bed: Little Things That Can Change YOur Life.* 1 ed., Grand Central Publishing, 2017.
4. Stone, Douglas & Heena, Sheena. Thanks for the Feedback: The Science and Art of Receiving Feedback Well. Penguin Books , 2014.
5. LPC Work Based Learning Guide
6. www.workbasedlearningconnections.com
7. www.careerbuilder.com

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Access to e-mail