COURSE OUTLINE OF RECORD

Number: CBA G192C TITLE: Cooperative Work Experience - Occupational

ORIGINATOR: Elizabeth Sykes EFF TERM: Fall 2018
FORMERLY KNOWN AS: DATE OF OUTLINE/REVIEW: 02-20-2018
CROSS LISTED COURSE: TOP NO: 0514.00

SEMESTER UNITS: 1.0 – 4.0
HRS LEC: 0.0 HRS LAB: 0.0 HRS OTHER: 60.0 – 300.0

CONTACT HRS TOTAL: 60.0 - 300.0
STUDY NON-CONTACT HRS RECOMMENDED: 0.0 - 0.0

CATALOG DESCRIPTION:
This course will enable students to earn college unit(s) on-the-job by learning or improving knowledge or skills related to their educational or occupational goals. Occupational Cooperative Work Experience (CWE) is discipline-specific in that students’ job and learning objectives relate to the Work Experience course. Students can work in either paid or unpaid (Internship) positions. Student may earn up to 4 CWE units per semester, maximum of 16 CWE combined units while at GWC. Units are awarded upon achievement of approved learning objectives and completion of required hours worked. Each unit of credit requires paid employees to document 75 hours. A volunteer or unpaid employee requires 60 hours for each unit of credit during the semester. Student must have: 1.Consent of academic program faculty and division dean. 2.Consent of CWE Program Coordinator or designee. 3. Working in a job directly related to college major or career goal.

JUSTIFICATION FOR COURSE:

PREREQUISITES:
COREQUISITES:
ADVISORIES:

ASSIGNED DISCIPLINES:
Office technologies (secretarial skills, office systems, word processing, computer applications, automated office training)

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00
CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]
GRADING POLICY: Pass/No Pass [ ] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]
OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]
TRANSFER STATUS: CSU Transferable[X] UC/CSU Transferable[ ] Not Transferable[ ]
BASIC SKILLS STATUS: Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable
CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable
NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course
OCCUPATIONAL (SAM) CODE: C
REPEATABLE ACCORDING TO STATE GUIDELINES: No [ ] Yes [X] NUMBER REPEATS: 3
REQUIRED FOR DEGREE OR CERTIFICATE: No [X] Yes [ ]
GE AND TRANSFER REQUIREMENTS MET:
COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. Objectively evaluate their progress by a process of self-examination and by making effective use of supervision and feedback.
2. Formulate and modify, as needed, learning objectives and work goals by effectively communicating and collaborating with instructor, co-workers, and job site supervisors.
3. Apply knowledge, attitudes and skills needed to successfully achieve their learning objectives and work goals. This includes the ability to communicate, work independently and collaboratively as a team member, manage time and task efficiently, and to conduct research and access resources.

COURSE OBJECTIVES:

1. Create minimum of three college-level work-related learning objectives.
2. Identify learning process required for the attainment of the objective(s).
3. Identify resources necessary for the completion of the objective(s).
4. Accomplish and communicate job related learning objectives according to course and work supervisor standards.
5. Assess and communicate the effectiveness of the learning process through the self-evaluation process.
6. Reflect and align education goals—as needed—with career goals.

COURSE CONTENT:

LECTURE CONTENT:

A. TOPICS

1. Orientation - Student attends a Career Services’ CWE Orientation:
   a. Discuss program benefits, responsibilities, and guidelines.
   b. Review forms, timecards, and importance of accurate documentation.
   c. Explain next steps and critical milestones for successful completion.

2. Faculty Advisor Meeting - Student schedules appointment(s) with assigned faculty mentor:
   a. Discuss educational and career goals in relationship to proposed learning objectives.
   b. Draft Student Learning Objectives (minimum of three) in conjunction with approved learning objective by job supervisor.
   c. Discuss work & school schedule manageability.
   d. Submit reviewed, approved, and signed required forms to Career Services Office.

C. Mid-Program Site Visit Meeting:

1. Assess and evaluate progress with employer, student, and faculty advisor.
2. Verify student's timesheet for appropriate and timely progress for meeting set learning objective goals.
3. Address questions and concerns if needed and as necessary.
4. Receive input and validation of educational value.

D. End-of-Semester Evaluation:

1. Student submits final time sheet to faculty advisor with employer/supervisor's signature.
2. Three-way evaluation of work-based learning experience, including assessments by student employer/supervisor, and faculty advisor.

LABORATORY CONTENT:

METHODS OF INSTRUCTION:

A. Work Experience:
B. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments

A. Cooperative Work Experience Education materials.
B. Depending on the nature of the job and learning objectives, students may be required to read additional work-related materials assigned by the faculty advisor and/or employer/supervisor.

Out-of-class Assignments

A. Other than the orientation meetings with Career Services and the faculty advisor, all assignments are “outside” assignments, including completion of forms and documents required by the course and the on-the-job activities required to achieve individualized student learning objectives.
B. In the event that the student’s employment status changes, the student shall meet with the faculty advisor and complete an amended written contract to ensure they have the opportunity to complete the course.

Writing Assignments

A. Identification and writing of specific measurable, achievable, relevant, and time-based Student Learning Objectives.
B. Student Self-Evaluation – including analysis, self-evaluation, documentation and support data for the identified learning objectives.
C. Student Program Evaluation.
D. Record keeping in accordance with CWE requirements (e.g., timecards).

METHODS OF STUDENT EVALUATION:

Written Assignments
Report
Projects (ind/group)
Skills Demonstration

Demonstration of Critical Thinking:

A. Selection and accomplishment of job learning objectives.
B. Completion of tasks/projects that provide new/expanded learning for the student, including cost/time benefits to the employer.
C. Completion of written assignments.
D. Self-evaluation & rating of each objective.

Required Writing, Problem Solving, Skills Demonstration:

A. The identification and writing of specific measurable, achievable, relevant, and time-based Student Learning Objectives.
B. The writing of the program evaluation, self-evaluation, and support data for the identified student learning objectives.
C. Skill demonstration and proficiency in accomplishment of the learning objectives – determined by the supervisor’s direct observation and, as applicable, faculty advisor assessment.
D. Record keeping in accordance with CWE requirements (i.e., timecards, projects, reports).
TEXTS, READINGS, AND RESOURCES:

Other:
1. Handouts:
   a) Program guidelines and student responsibility forms.
   b) Other forms as designated by instructor.

2. Supplies:
   a) Depending on the nature of the job and learning objectives, students may be required to supply specialized clothing, tools, and/or equipment.

LIBRARY:
   Adequate library resources include:
   Comments:

Attachments:
   Attached Files