

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

English 200 – Work Experience in English

54 hours paid or unpaid work experience per unit, 1-4 units

Catalog Description

Practical application of the knowledge, skills, and abilities from English classes in a job or career setting. Work experience will be paid or unpaid at local businesses, organizations, or educational institutions that are relevant to career options for English majors. Placement assistance will be provided and done in collaboration between the faculty member and student. *Work experience credit may accrue at the rate of one to eight units per semester for a total of sixteen units, and students must work 54 paid hours or unpaid hours per unit earned. May be taken for a maximum of 12 units.* 54 hours paid or unpaid work experience per unit, 1-4 units.

Prerequisite

None

Course Content

- 1) Job role and site requirements and needs
- 2) Skills related to specific placement, such as in writing, editing, communication, teaching, etc.
- 3) Strategies in work prioritization, communication, etc., as related to specific placement
- 4) Work experience goals and objectives
- 5) Application of academic theory and principles in a real-world, work-based setting
- 6) Course orientation and exit meetings
- 7) Job seeking and retention skills
- 8) Job performance evaluation and assessment
- 9) Work samples or portfolio as related to specific placement
- 10) Career goals and future planning

Course Objectives

Students will be able to:

- 1) Identify employee responsibilities and employer expectations
- 2) Gain experience in work which is directly related to their career objectives
- 3) Practice skills and strategies related to specific placement
- 4) Develop work experience goals related to their objectives and interests
- 5) Apply academic theory and principles with work experience
- 6) Participate in course orientation and exit meetings
- 7) Demonstrate effective job seeking and retention skills
- 8) Accurately evaluate and assess their own performance in the work setting
- 9) Create a portfolio of work samples related to their specific job placement
- 10) Evaluate career objectives based on experience gained from work placement

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on student achievement of the course objectives and outcomes, as determined by multiple measurements of evaluation and/or student self-assessment.

- 1) Two one-on-one meetings with the instructor to review responsibilities and expectations, discuss the work experience and prior academic preparation, and assess career objectives.
- 2) End of term performance review by the work supervisor and instructor with the student to evaluate the student's job seeking skills and job performance.

Special Materials Required of Student

Determined by job site

Minimum Instructional Facilities

Workstation provided by job site

Method of Instruction

- 1) Field observation
- 2) On the job training

Out-of-Class Assignments

- 1) **Reading:** N/A.
- 2) **Writing:** N/A.
- 3) **Other:** tasks assigned by supervisor on site.

Texts and References

- 1) Required (representative examples):
 - a. Friedman, Jane. *The Business of Being a Writer*. Chicago: University of Chicago Press, 2025.
 - b. Magrino, William. *Business and Professional Writing: From Problem to Proposal*. Kendall Hunt, 2021.
- 2) Supplemental: None

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Develop a portfolio of original, professional work samples in connection to the work placement.
- 2) Assess their professional performance with regard to their own goals and in alignment with supervisor and/or instructor evaluation.