

Total contact hours: 54 (1 unit), 108 (2 units), 162 (3 units), 216 (4 units)

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

English 200 – Cooperative 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. Two on-campus sessions will be scheduled. *Occupational cooperative 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) Define needs of the job site and develop goals approved by the instructor and work supervisor.
- 2) Maintain accurate records and timesheets.
- 3) Attend a course orientation and course exit meeting.
- 4) Schedule two meetings with instructor during the semester to evaluate progress toward student's goals.
- 5) Participate in an evaluation process to be administered by the instructor and work supervisor.

Course Objectives

Students will be able to:

- 1) Identify employee responsibilities and employer expectations.
- 2) Participate in work which is directly related to their career objectives.
- 3) Correlate academic theory and principle with actual work experience.
- 4) Demonstrate effective job seeking skills.
- 5) Evaluate career objectives based on experience gained through work experience.

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, compare the work experience with 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

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, 2018.
 - 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 materials 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.