

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

Work Experience 110 – General Cooperative Work Experience Education

54 paid or unpaid work experience per unit, 1-3 units

Catalog Description

Supervised work experience to assist students in acquiring desirable work habits, transferable soft skills, and career awareness. Jobs may or may not be directly related to students' educational goals. *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 6 units.* 54 paid or unpaid work experience per unit, 1-3 units.

Prerequisite

None

Course Content

- 1) Development of attainable goals and learning objectives related to the needs of the work experience and job site.
- 2) Accurately maintain records and timesheets
- 3) Development of resume and cover letter
- 4) Two scheduled job site visits with the instructor during the semester
- 5) Job performance evaluation by on-site supervisor

Course Objectives

Students will be able to:

- 1) Participate in a work environment that relates to career readiness objectives.
- 2) Establish attainable goals and career related learning objectives.
- 3) Evaluate progress towards learning objectives.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Completion of goals as determined by instructor, employer/supervisor and student
- 2) Completion of hours and evaluation of supervised work experience

Special Materials Required by Student

As needed for 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

None

Texts and References

- 1) Required (representative example): Modernize Your Resume: Get Noticed... Get Hired. Emerald Career Publishing. 2023. Enelow, W. and Kursmarkr, L.
- 2) Supplemental: None

Student Learning Outcomes

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

- 1) Identify employee responsibilities and meet employer expectations while successfully participating in a work environment.