

# HARTNELL COLLEGE

## COURSE OUTLINE

CC Approval: 11/29/2018  
Board of Trustees:  
Last Revised:

DESIGNATOR & NUMBER: ABT 99

COURSE TITLE: Occupational Work Experience

CREDIT UNITS: 1 – 8

FACULTY INITIATOR: Steven Triano

SEMESTER HOURS:

0.00	Lecture Contact Hours
0.00	Lab Contact Hours
0.00	Total Contact Hours
0.00	Total Out-of-Class Hours
0.00	Total Student Learning Hours

TOTAL CONTACT HOURS (BASED ON 16-18 WEEKS)

0.00	Lecture
0.00	Lab
60.00 - 600.00	By Arrangement Lab Hours (DHR)

GRADING BASIS:

Grade Only

PREREQUISITE:

COREQUISITE:

ADVISORY:

OTHER:

COURSE DESCRIPTION:

Designed for students employed or volunteering to assist them in the development of skills and responsibilities related to the work environment. Structured objectives are developed and agreed upon by the student, college instructor, and employer. Students are eligible to earn 1 unit for 60 hours of volunteer work or 75 hours of paid work. A maximum of 8 units per semester may be earned up to a total of 16 credit units of Cooperative Work Experience classes.

COURSE OBJECTIVES:

Upon satisfactory completion of the course, students will be able to

1. identify and discuss Cooperative Work Experience Program and employer policies and procedures.
2. identify and demonstrate professional behavior in the workplace as well as general workplace competencies.
3. formulate workplace objectives that are reasonable and measurable with the assistance of the instructor and employer.
4. evaluate workplace competency based on accomplishment of agreed-upon objectives (student, instructor, employer).
5. compare and contrast self-assessment with instructor and employer assessments.
6. compare and contrast stated objectives with accomplished objectives.
7. design a career plan that includes educational goals.
8. examine and compose employment documents (resume and cover letter).
9. compare and contrast work experience with career/educational goals.

### COURSE CONTENT:

Students are eligible to take up to eight units of ABT-99 in any one semester. Enrolling in more than 4 units in any semester requires instructor approval.

Students may take a maximum total of 16 units of cooperative work experience, including ABT-99.

Paid hours per semester: 1 unit = 75 hours; 2 units = 150 hours; 3 units = 225 hours; etc.

Unpaid hours per semester: 1 unit = 60 hours; 2 units = 120 hours; 3 units = 180 hours; etc.

- I. Organizational skills and responsibility (course paperwork and meetings)
  - A. Add Code and Change of Variable Units Form (if necessary).
  - B. Application Form with supervisor's signature
  - C. Method of Evaluation Agreement with all items initialed and signed
  - D. Career Development Assignment Learning Contract with your optional selection
  - E. Mandatory meetings
    1. Orientation
    2. Objectives meeting
    3. Faculty/Supervisor meeting
    4. Final meeting
  - F. Time Cards or Pay Stubs reflecting the minimum hours worked  
(See instructor for other options if time cards or pay stubs are not provided. by the employer)
- II. Learning Objectives
  - A. Practice Objectives Sheet with 3 or 4 workplace or career objectives developed with collaboration and approval by the instructor and employer
  - B. Objectives shall be:
    1. Specific
    2. Measurable
    3. Achievable
    4. Transferable
  - C. Objectives Agreement Form with supervisor's signature
  - D. Documentation to verify satisfactory progress or completion of objectives  
(Requirements will vary depending upon the objectives.)
- III. Career Development Requirements
  - A. Cover Letter (three paragraph format)
  - B. Resume that is current, professional and appropriate to the student's experience, education, and skills

- C. Education Plan (or Grad Check for students about to graduate)
- D. Career Development Assignment (written report on self-selected assignment)

IV. Employment Competencies

(Evaluated by the employer using the Employer Evaluation of Student Form.)

- A. Resource Skills
- B. Interpersonal Skills
- C. Informational Skills
- D. Systems Skills
- E. Technology Skills
- F. Work Habits
- G. Personal Qualities
- H. Thinking Skills
- I. Basic Employability Skills

V. Final Project

- A. OPTION 1: Final Reflections Essay
  - 1. Assess learning goals
  - 2. Evaluate competencies
  - 3. Areas of improvement
- B. OPTION 2: Final Reflection Report  
(Suitable for students working on research projects or students who are required to maintain a daily journal of workplace activities.)
- C. OPTION 3: Final Project as approved by the instructor  
(Requirements will vary depending upon the work environment.)

INSTRUCTIONAL METHODOLOGY:

Individual Assistance  
Discussion

METHODS OF EVALUATING OBJECTIVES OR OUTCOMES:

Methods of evaluation to determine if students have met objectives may include, but are not limited to the following:

CLASSROOM	EXPLANATION
Class Activity	Class activities will be conducted at an approved work-site/agency
Oral Assignments	Students will participate in on-site meetings with work-site supervisor and instructor to establish that course objectives are met.
Written Assignments	Students will provide a self-assessment and work-site evaluation; work-site supervisor will provide documentation that student performance meets course objectives.

EXAMS	EXPLANATION
Essay	Students will provide documentation verifying completion of three objectives (requirement will vary) and write a final reflection paper.
Skill Demonstration	Participation in scheduled meetings with instructor and/or supervisor and completion of three new learning objectives.

MINIMUM STUDENT MATERIALS:

Textbook(s) similar to:

COURSE ASSIGNMENTS

**Examples of Reading Assignments**

Read *What Color is Your Parachute?* by Richard Nelson Bolles (or other pre-approved career or management book) and write a three page minimum, typed, double spaced book report for review by your CWEE Instructor.

**Examples of Writing Assignments**

(1) Write a cover letter and resume. Access cover letter and resume books available in the Academic Learning Center or samples available online.

(2) Meet with your CWEE Instructor to identify Library and/or Internet-based sources useful in identification of career options best suited to your preferences and write a three page minimum, typed, double spaced book report for review by your CWEE Instructor.

(3) Research educational programs/schools, and financial aid resources appropriate for your selected career path. Submit a 3-page minimum, typed summary of the results of your research.

(4) Research possible career pathways. Compile a portfolio of information using newspapers, magazines or the Internet. Submit a 3-page minimum, typed summary and portfolio to your CWEE Instructor for review.

**Examples of Outside Assignments**

(1) Complete an education plan with a Hartnell counselor.

(2) Prepare for and conduct an interview and write a 3-page minimum summary of the experience outlining what went well and what you would do differently in the future.

(3) Attend a professional association meeting and write a 3-page minimum summary of the experience. (See the Encyclopedia of Professional Organizations available through the Library, or identify an association by talking to people in the field or through the Chamber of Commerce.

(4) Conduct between 1 (one) and 3 (three) Informational Interviews and submit typed summaries for each interview. (Minimum of 3 pages total.)

(5) Conduct a Job Shadowing experience and write a 3-page minimum, typed summary of the experience.