Lassen Community College Course Outline

AT 49 Automotive Technology Work Experience 1.0 - 8.0 Units

I. Catalog Description
This work based learning course is designed to assist students with educational or career goals in automotive technology, who are working in the field of automotive technology, to build related job specific skills through individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Career Technical Education, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours of paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid delivery

Recommended Preparation: Successful completion of ENGL105 or equivalent multiple measures placement.

Transfers to CSU only
General Education Area: E1
600 Hours Work Experience
Scheduled: Fall, Spring, Summer

II. Coding Information
Repeatability: Unlimited up to 16 units including all Vocational, Occupational, and General Work Experience courses.
Grading Option: Graded or Pass/No Pass
Credit Type: Credit - Degree Applicable
TOP Code: 493200

III. Course Objectives
A. Course Student Learning Outcomes
Upon completion of this course, the student will be able to:
1. After creating individualized measurable occupational learning objectives that identify new skills to be attained, complete work tasks on-the-job that strengthen skills that support objective completion, recognizing the benefits that setting and achieving skills enhancement goals has on career
development.
2. Demonstrate proficient soft skills identified in self-assessment to employer in work setting.
3. Given the course syllabus, which identifies assignment deadlines, independently track course requirements using tools and suggestions from instructor; complete and submit assignments in a timely manner, strengthening ability to meet deadlines.
4. Demonstrate the ability to use descriptive skill language.
5. Identify career options within this academic discipline.

B. Course Objectives
Upon completion of this course the student will be able to:
1. Through course assignments, develop the ability to identify, assess, demonstrate and discuss work skills both verbally and in writing.
2. Develop competencies that are necessary for successful employment through accomplishing new individualized measurable occupational learning objective on-the-job each semester of enrollment.
3. Demonstrate critical thinking in the resolution of problems in the workplace.
4. Complete and submit all Work Experience assignments by established deadlines listed in course syllabus.
5. Develop an understanding of how one’s current job fits into the context of career development and planning.

Subsequent Enrollments
Students will demonstrate expanded workplace skills beyond those attained in prior enrollment(s) through the use of individualized measurable occupational learning objectives that identify new skill(s) to be attained on-the-job during the semester. Each term of enrollment, students will complete a new self-evaluation of work skill development, and new course modules to expand their career development knowledge beyond that of prior enrollments.

IV. Course Content
First Enrollment
1. Orientation to Work Experience
   i. Review of Work Experience course requirements.
      1. Enrollment Requirements
         A. General, Occupational, Career Technical Education Work Experience
         B. Repeatability
   ii. Preparation of required forms
      1. Workplace Skills Assessment
      2. Learning Objectives
         A. Supervisor involvement in development and approval of learning objectives that identify new skills to be attained which are related to this discipline.
3. Timesheet
   A. Allowable hours
   B. Calculations
   C. Consequences
4. Canvas/Correspondence Overview
   A. Assignment Review
5. Timelines
6. Scheduling Tools

2. Soft skills in the workplace
   i. Learning in the workplace
      1. Goal Setting
      2. Learning style
   ii. Self-Knowledge
      1. Skill Assessment
      2. Self-Image
   iii. Communication
      1. Verbal
      2. Face-to-face
      3. Over the phone
      4. Non Verbal
      5. Listening
      6. Written
      7. Electronic
   iv. Problem Solving
      1. Steps
      2. Strategies
   v. Ethics
      1. Dilemmas
      2. Decision Making

3. Starting a new job
   i. Reporting to work
   ii. Starting off right
      iii. Impressions
         1. Dress
         2. Grooming
         3. Mannerisms
         4. Attitude
   iv. Attendance
      1. Be prepared
      2. Contingency Plans

4. Customer Expectations
   i. Who’s your customer?
   ii. Good customer service
   iii. Phone skills
   iv. Difficult Customers

5. Supervisory Relationships
i. Communications
ii. Expectations
iii. Evaluations
iv. Problem Solving

6. Co-Worker Relationships
   i. Diversity
   ii. Manners

7. Labor Market
   i. Trends
   ii. Demand Skills
   iii. Motivations for Engagement

8. Your Future
   i. Skills are your product
   ii. Raises/Promotions
   iii. Career Planning Steps
   iv. Portfolio
   v. Leaving a job

9. Meeting employer expectations
   i. Demonstration of identified skills in the workplace

    i. Problem solving challenges that arise in work setting

11. Conferences with instructor/coordinator and supervisor
    ii. Identification of barriers towards workplace success
        1. Work skill/knowledge factors
        2. Personal life challenges
    iii. Identification of resources and plans to address barriers

Subsequent Enrollments
1. Orientation to Work Experience
   i. Review of Work Experience course requirements
      1. Enrollment Requirements
         A. General, Occupational, Career Technical Education Work
            Experience
         B. Repeatability
      ii. Preparation of required forms
         1. Workplace Skills Assessment
         2. Learning Objectives
            A. Supervisor involvement in development and approval of new
               learning objectives that identify new skills to be attained which
               are related to this discipline, and unique to this enrollment.
         3. Timesheet
            A. Allowable hours
            B. Calculations
            C. Consequences
         4. Canvas/Correspondence Overview
            A. Assignment Review
5. Timelines
6. Scheduling Tools

After attending the required orientation, students complete course modules unique to that term which address a variety of career development topics to expand upon their knowledge gained in prior enrollments. Below is a representative list of topics addressed.

2. Work/Life Balance
   i. Time management
   ii. Make a plan

3. Skill language
   i. Importance
      1. Specific
      2. Concise
   iii. Supported with examples

4. Job Descriptions
   i. How to write your own
      1. Role in wage increase/promotion
      2. Applicability to job applications, resume, interview

5. Soft skills in the workplace
   i. Labor Market Trends
   ii. Gig Economy
   iii. 21st Century Skills Defined
      1. Goal Setting
      2. Adaptability
      3. Mindset
      4. Collaboration
      5. Communication
      6. Digital Fluency
      7. Empathy
      8. Resilience
      9. Self-Awareness
      10. Social/Diversity Awareness
      11. Multitasking

6. Motivation
   i. Where does it come from?

7. Mentorship
   i. Being a mentor
   ii. The importance of giving back

8. Self-Assessment
   i. Learning Objective Accomplishment

9. Your Future
   i. Career Planning
      1. Steps
      2. Life long process

10. Meeting employer expectations
    i. Demonstration of identified skills in the workplace
11. Resolution of job-related problems
   i. Problem solving challenges that arise in work setting

12. Conferences with instructor/coordinator and supervisor
   i. Identification of barriers towards workplace success
      a. Work skill/knowledge factors
      b. Personal life challenges
   ii. Identification of resources and plans to address barriers
   iii. Accomplishment recognition

V. Assignments
   A. Appropriate Readings
      1. Work Experience course syllabi
      2. Work Experience Orientation packet
      3. Course text
      4. Posted articles
      6. New World of Work 21st Century Skills Curriculum (available free through course modules)
      7. Individualized job specific materials provided by employer to assist student in building content knowledge related to occupational learning objectives and job performance. Additional reading may be advised if skill deficiency exists.

   B. Writing Assignments
      Students will write one new individualized measurable occupational learning objective for each unit of enrollment-each semester, and complete limited short answer/essay assignments. Students may also complete written assignments required in their employment.

   C. Expected Outside Assignments
      Completion of work hours required for course enrollment; 75 hours for each Work Experience unit enrolled if working in a paid position, 60 hours for each Work Experience unit enrolled if working in an unpaid position. New skill attainment through satisfactory completion of established individualized measurable occupational learning objectives while on-the-job. Satisfactory demonstration of identified transferable workplace skills while on-the-job.

   D. Specific Assignments that Demonstrate Critical Thinking
      Students will apply critical thinking skills in the development and accomplishment of job related learning objectives, and the application of course content in the positive resolution of job related issues.
VI. Methods of Evaluation
Students demonstrate mastery of content through multiple means. Evaluation (i.e., letter grades of A, B, C, D, and F) will be assigned to all Work Experience students based upon their development and achievement of individualized measurable occupational learning objectives, workplace performance, assignment completion, and attendance of required meetings. Quizzes, short answer/essay responses, and demonstration of skills in a work based learning setting will be utilized.

VII. Methods of Delivery
Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

- Traditional Classroom Delivery
- Hybrid
- Online Delivery

An combination of face-to-face orientation approximately 1.5 hours in duration; work based learning; individual conferences at worksite and/or Work Experience Office with instructor-coordinator and/or work site supervisor; online content including notes, assignments/assessments, emails and web-links and/or written assignments.

VIII. Representative Texts and Supplies

IX. Discipline/s Assignment
Automotive Technology, Work Experience

X. Course Status
Current Status: Active
Original Approval Date: 4/17/1990
Revised By: Lisa Gardiner
Curriculum/Academic Standards Committee Revision Date: 03/19/2019