

Lassen Community College Course Outline

WE 159: Career Pathway Work Experience

0.0 Units

I. Catalog Description

This course involves student employment or internship providing meaningful work experiences related to the student's career pathway, combined with instruction in critical workplace skills. Work experience education may include paid or unpaid employment, full or part-time employment with a licensed business. Work Experience supports student educational and occupational goals, including developing career awareness, learning industry culture, and developing professional networks in career fields. All Work Experience enrollments require attendance of an orientation session. Instruction is also provided through course modules, work-based learning with a participating supervisor, and meetings in-office or at the student work site. 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. Minimum requirements for course completion are documentation of 51 work or volunteer hours completed with an approved business, achievement of approved learning objectives, participation in skill development exercises and acceptable workplace performance.

Diversity Statement

This course intends to provide a learning experience where all students are valued and where individual and group differences are appreciated as they contribute to our growth and understanding as an educational community. Work Experience recognizes that students enrolled are taking this course at different points in their career development and believes that all students can succeed in this course and advance in their career path.

II. Additional Course Information

Transfer Status:

- *NT*

Total Number of Hours by Instructional Method:

- 51 Hours Work Experience

Scheduled:

- *Fall, Spring*

III. Coding Information

Repeatability: Unlimited

Grading Option: Pass/No Pass

Credit Type: Noncredit (Not Community Service)

TOP Code: 493200

IV. Course Objectives

A. Course Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Demonstrate increased career awareness
2. Apply career development skills for personal development

B. Course Objectives

Upon completion of this course, the student will be able to:

1. 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 objectives on-the-job each semester of enrollment.
2. Demonstrate critical thinking in the resolution of problems in the workplace.
3. Develop an understanding of how one's current job fits into the context of career development and planning.
4. Define industry culture
5. Identify strategies to develop professional networks

1. Subsequent Enrollments

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

V. Course Content

A. Outline of Topics

1. First Enrollment

1. *Orientation to Work Experience*

a) *Review of Work Experience course requirements and objectives.*

(1) Requirements

(a) Link to Educational Pathway

(b) Repeatability

(c) Work hours

b) *Preparation of required forms*

(1) Skills Assessment

(2) Learning Objectives

(a) Supervisor involvement in the development and approval of learning objectives that identify new skills to be attained which are related to student's educational and occupational goals.

(3) Timesheet

(a) Allowable hours

(b) Calculations

(c) Consequences

(4) Canvas/Correspondence Overview

(a) Assignment Review

c) *Soft skills in the workplace*

(1) Examples of soft skills

(2) Contribution towards career development

(3) Self-Assessment

d) *Learning Objective Progress Tracking*

e) *Review of Learning Objectives*

f) *Communication with supervisor*

(1) Listening

(2) Speaking

g) *Industry Culture*

h) *Networking*

2. Subsequent Enrollments

1. *Orientation to Work Experience*

a) Review of Work Experience course requirements and objectives.

(1) Requirements

(a) Link to Educational Pathway

(b) Repeatability

(c) Work hours

b) Preparation of required forms

(1) Skills Assessment

(2) Learning Objectives

(a) Supervisor involvement in the development and approval of learning objectives that identify new skills to be attained which are related to student's educational and occupational goals.

(3) Timesheet

(a) Allowable hours

(b) Calculations

(c) Consequences

(4) Canvas/Correspondence Overview

(a) Assignment Review

c) Soft skills in the workplace

(1) Examples of soft skills

(2) Contribution towards career development

(3) Self-Assessment

d) Learning Objective Progress Tracking

e) Review of Learning Objectives

f) Communication with supervisor

(1) Listening

(2) Speaking

g) Industry Culture

h) Networking

Subsequent enrollments require new individualized learning objectives. After attending the required orientation, students complete assignments/activities to expand upon their knowledge gained in prior enrollments.

VI. Assignments

1. A. Appropriate Readings

1. Work Experience course syllabi

2. Work Experience Orientation materials

3. Posted articles

4. Online resources: Career Coach, Here to Career, California Career Café, Career One Stop, California Career Zone, My Next Move, Salary

Surfer, O*Net, Occupational Outlook Handbook, Keirsey
Temperament Sorter

5. Soft Skills curriculum
6. Individualized job-specific materials provided by employer to assist students in building content knowledge related to occupational learning objectives and job performance. Additional reading may be advised if skill deficiency exists.
7. Ludden, L.L.; *Job Savvy*, 6th ed., 2019 St. Paul, MN: JIST Publishing. ISBN:9781593579142

B. Writing Assignments

Students will write one new individualized measurable occupational learning objective for each unit of enrollment each semester, and complete 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. New skill attainment through satisfactory completion of established individualized measurable occupational learning objectives while on the job. Satisfactory demonstration of soft 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.

VII. Methods of Evaluation

List general evaluation methods (i.e., mixed format exams, participation, written essays, oral and listening exams)

Only include the appropriate evaluation modalities

Traditional Evaluation

Term paper (topic choice, thesis statement, outline, bibliography, rough draft, final draft), homework, classroom discussion, essay, journals, skills demonstrations in a work-based learning setting, activities, multiple choice quizzes, and participation.

Hybrid Evaluation

Quizzes and exams could be administered in person and/or online. Students will be expected to complete online assignments and activities equivalent to in class assignments and activities for the online portion of the course. Students will be evaluated on skills demonstrations completed in work-based learning setting. Electronic communication, both synchronous and asynchronous (chat/forum) will be evaluated for participation and to maintain effective communication between instructor and students.

VIII. Methods of Delivery

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

- Traditional Classroom Delivery
- Correspondence Delivery
- Hybrid Delivery
- Online Delivery

Only include the appropriate delivery modalities

Traditional Classroom Delivery

Lecture, discussion, audio/visual aids, demonstration, group exercises, guest speakers, lab, individualized programs and other as needed including work-based learning and individual conferences at worksite and/or Work Experience Office with instructor-coordinator and/or work site supervisor.

Hybrid Delivery

A combination of traditional classroom, online instruction, and work-based learning will be utilized. Traditional classroom instruction will consist of a face-to-face orientation of approximately 1.5 hours in duration which includes lecture, visual aids, and exercises/assignments. Work-based learning, including demonstrations, will take place at the work site and/or Work Experience Office with the instructor-coordinator and/or work site supervisor. Online instruction will occur through the technology platform adopted by the district and could consist of exercises/assignments, lecture posts, discussions, exams and quizzes, adding extra resources and other media sources as appropriate.

IX. Representative Texts and Supplies

A. Text:

No Textbook Required. Instructor-supplied handouts, assessments, articles, and extra resources and other media sources as appropriate.

X. Course Status

1. Current Status: Active
2. Original Approval Date: 2/6/2024
3. Course Originator: Lisa Gardiner
4. Board Approval Date: 3/12/2024
5. Chancellor's Office Approval Date:
6. Revised By:
7. Curriculum/Academic Standards Committee Revision Date: