

Course Outline

COURSE: CWE 192 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2021 **CURRICULUM APPROVAL DATE:** 06/8/2021

SHORT TITLE: GENERAL WORK EXPER

LONG TITLE: General Work Experience Education

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
1 TO 4	18	Lecture:	0	0
		Lab:	3.33 TO 16.66	59.94 TO 299.88
		Other:	0	0
		Total:	3.33 TO 16.66	59.94 TO 299.88

COURSE DESCRIPTION:

General work experience for students who have a job unrelated to their major. General work experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.0 GPA.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: R - Course may be repeated

Maximum of 4 credit hours

SCHEDULE TYPES:

05 - Hybrid

20 - Work experience credits

71 - Dist. Ed Internet Simultaneous

73 - Dist. Ed Internet Delayed LAB

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Increase job skills in at least one of the following transferable skill sets: Communication, Research and Planning, Human Relations, Organization, Management and Leadership, Work Survival.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 06/8/2021

For students with a job unrelated to their major Gavilan College's general work experience program offers students the opportunity to earn elective units of credit for work experience. Employed students establish written job related learning objectives with their work supervisors which are submitted to the assigned Cooperative Work Experience Instructor. Students must make measurable progress on each written learning objective during the course of the semester. At the end of the semester the student submits timesheets that reflect the hours worked during the semester. Student and supervisor evaluations of the written learning objectives are completed at the end of the semester. Student's must check iLearn for more information and a complete list of requirements and due dates. Students can earn up to 3 units per semester (maximum 16).

Requirements:

(1) Complete and turn in application form and employer acknowledgement form by the 2nd week of the term.

(2) Complete and turn in Learning Objectives (at least one per unit enrolled) by the 5th week of the term.

(3) Complete an Interview Project - Complete an informational interview with a person employed in your selected field. Summarize your interview in 2 pages and staple it behind the provided interview suggested question sheet.

(4) Visit the Gavilan College Career Center or the Internet. Look up the following information on your present career interests or your major. Attach the information to the provided Career/Job Exploration sheet.

a. Job Availability

b. Education or training requirements

c. Colleges or Vocational Programs that offer the degree or training

d. Identify other related careers that compliment your chosen field

(5) Turn in signed timesheets by the end of the semester.

(6) Take home final.

Through this program students may gain realistic work experience that is meaningfully related to their college study program; acquire knowledge, skills, and attitudes essential for successful employment; demonstrate an increase in confidence and positive self-image through a worthwhile on-the job experience; develop a professional network and clarify career goals; and fulfill the "experience required" stipulation associated with many job openings.

METHODS OF INSTRUCTION:

seminar discussions, individual conferences, term assignments, lab

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 20.00 %

Other: Student Learning Outcomes developed jointly with student, employer and instructor. Percent range of total grade: 10% - 20%

Problem-solving assignments

Percent of total grade: 10.00 %

Written/Oral Report. Percent range of total grade: 10% - 20%

Skill demonstrations

Percent of total grade: 60.00 %

Field Work, Performance Exams. Percent range of total grade: 50% - 70%

Other methods of evaluation

Percent of total grade: 10.00 %

Conferences with Instructor. Percent range of total grade: 10% - 20%

REPRESENTATIVE TEXTBOOKS:

Gavilan College. Cooperative Work Experience Materials. Gavilan College: Gavilan College,2021.

Reading Level of Text, Grade: 11th Verified by: MS Word

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 199530

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education: Y

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: E

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000619268

Sports/Physical Education Course: N

Taxonomy of Program: 493010