

# Course Outline of Record

Los Medanos College

2700 East Leland Road

Pittsburg CA 94565

(925) 439-2181

Course Title: Occupational Work Experience Internship Subject Area/Course Number: COOP-180

New Course  OR Existing Course

Instructor(s)/Author(s): David Wahl, Special Projects Manager

Subject Area/Course No.: COOP-180

Units: 0.5-4

Course Name/Title: Occupational Work Experience Internship

Discipline(s): Cooperative Work Experience Education & Disciplines (attached)

Pre-Requisite(s): Approved Application and Employer Placement

Co-Requisite(s): None

Advisories: Eligibility for ENGL-095

**Catalog Description:** This course is for students who have declared a major, have taken classes in the major, and are ready for on-the-job experience in a paid or unpaid position. An internship involves working in a skilled or professional level assignment in the area of a student's vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn a maximum of 16 units of occupational work experience internship during community college attendance which may be applied as electives toward graduation. 12 units are transferable to CSU.

**Schedule Description:** *\*\*Earn College Elective Credits While You Learn On-The-Job\*\**!! An Occupational Work Experience Internship is for students who have declared a major, have taken classes in the major, and are ready for on-the-job experience in a paid or unpaid position. An internship involves working in a skilled or professional level assignment in the area of a student's vocational or academic major or field of interest. Students may earn up to 4 units per semester for a maximum of 16 units during community college attendance which may be applied as electives toward graduation. 12 units are transferable to CSU. A 30-hour/ 0.5 unit option is available for those participating in a college-approved job shadow and/or internship.

Hrs/Mode of Instruction: Lecture: \_\_\_\_ Scheduled Lab: \_\_\_\_ HBA Lab: \_\_\_\_ Composition: \_\_\_\_ Activity: \_\_\_\_ Total Hours 30-300  
(Total for course)

Credit  Credit Degree Applicable (DA)  
 Credit Non-Degree (NDA)  
(If Non-Credit desired, contact Dean.)

Grading  Pass/No Pass (P/NP)  
 Letter (LR)  
 Student Choice (SC)

Repeatability  0  
 1  
 2  
 3

Last date of Assessment: \_\_\_\_ n/a \_\_\_\_

Cohort #: \_\_\_\_ n/a \_\_\_\_

Please apply for: LMC General Education Requirement(s):None

(Please list the proposed area(s) this course meets, or indicate "none")

Transfer to:  CSU  UC  IGETC Area \_\_\_\_  CSU GE Area \_\_\_\_  C-ID Number \_\_\_\_

Course is Baccalaureate Level:  Yes  No

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## Signatures:

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Librarian \_\_\_\_\_ Date \_\_\_\_\_

Dean/Sr. Dean \_\_\_\_\_ Date \_\_\_\_\_

Curriculum Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

President/Designee \_\_\_\_\_ Date \_\_\_\_\_

CCCCD Approval Date (Board or Chancellor's Office) \_\_\_\_\_ Date \_\_\_\_\_

## For Curriculum Committee Use only:

**STAND ALONE COURSE:** \_\_\_\_\_ **YES** **X NO**

## **FOR OFFICE OF INSTRUCTION ONLY. DO NOT WRITE IN THE SECTION BELOW.**

Begin in Semester SU09

Catalog year 2009      / 2010     

Class Max: 40

Dept. Code/Name: L7004-COOP

T.O.P.s Code: 4930.12

Crossover course 1/ 2:     

ESL Class: Yes / ( No )

DSPS Class: Yes / ( No )

Coop Work Exp: ( Yes ) / No

- Class Code
- A Liberal Arts & Sciences
  - B Developmental Preparatory
  - C Adult/Secondary Basic Education
  - D Personal Development/Survival
  - E For Substantially Handicapped
  - F Parenting/Family Support
  - G Community/Civic Development
  - H General and Cultural
  - I Career/Technical Education
  - J Workforce Preparation Enhanced
  - K Other non-credit enhanced
  - Not eligible for enhanced

- SAM Code
- A Apprenticeship
  - B Advanced Occupational
  - C Clearly Occupational
  - D Possibly Occupational
  - E\* Non-Occupational
  - F Transfer, Non-Occupational
  - \*Additional criteria needed
  - 1 One level below transfer
  - 2 Two levels below transfer
  - 3 Three levels below transfer

- Remediation Level
- B Basic Skills
  - NBS Not Basic Skills

Course approved by Curriculum Committee as Baccalaureate Level: Yes / No

LMC GE or Competency Requirement Approved by the Curriculum Committee: \_\_\_\_\_

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## **Institutional Student Learning Outcomes (ISLOs):**

Check the institutional student learning outcomes (or category of outcomes) below that are reflected in your course:

- General Education SLOs (Recommended by GE Committee)**  
At the completion of the LMC general education program, a student will:
1. read critically and communicate effectively as a writer and speaker.
  2. understand connections among disciplines and apply interdisciplinary approaches to problem solving.
  3. think critically and creatively
  4. consider the ethical implications inherent in knowledge, decision-making and action.
  5. possess a worldview informed by diverse social, multicultural and global perspectives.
- (Each of the above student learning outcomes for the general education program has a written explanation with illustrations and examples of its application within courses, as well as specific assessment criteria. Consult the GE program information pages.)

## **Program-Level Student Learning Outcomes (PSLOs):**

**At the completion of the program students should:**

- PSLO 1: Use knowledge gained in the classroom to learn or improve employment skills under actual working conditions.
- PSLO 2: Explore a chosen career field or major and gain first-hand working knowledge and a better understanding of that field or major.
- PSLO 3: Obtain a more creative, realistic and efficient approach to the job market.
- PSLO 4: Develop and enhance students' employability through focus on 21<sup>st</sup> Century workplace competencies.

## **Course-Level Student Learning Outcomes (CSLOs):**

**Upon completion of course the student will be able to:**

- CSLO 1: Apply professionalism and work ethic skills including personal accountability, work habits, punctuality, working productively with others, and managing time and work load. (PSLO 1, 2, 4)
- CSLO 2: Work in collaborative relationships with colleagues and customers and be able to work with diverse teams, negotiate, and manage conflicts. (PSLO 1, 2, 3, 4)
- CSLO 3: Apply critical thinking and problem solving skills by using sound reasoning and analytical thinking as well as using knowledge, facts, and data to solve workplace problems. (PSLO 1, 2, 3, 4)
- CSLO 4: Communicate thoughts and ideas clearly and effectively using public speaking skills and the ability to write clearly and effectively. (PSLO 1, 2, 3)
- CSLO 5: Utilize, under direct supervision, knowledge, skills and abilities acquired during prior or concurrent college course work directly related to work place responsibilities by applying appropriate Course-Level Student Learning Outcomes from a college course to the internship. (PSLO 1, 2, 3, 4)

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## **Assessments:**

CSLO 1: To demonstrate the ability to **apply professionalism and work ethic** students will submit to instructor, in a timely manner, objectives, time cards, field reports, resume, Student Self-Evaluation of Workplace Competencies, Employer Evaluation of Workplace Competencies, Employer Final Rating, and Career Questionnaire.

CSLO 2: To demonstrate the ability to **work in collaborative relationships with colleagues and customers** student will be assessed by employer based on actual workplace performance using the Employer Evaluation of Workplace Competencies Form. (attached)

CSLO 3: To demonstrate the ability to **apply critical thinking and problem solving skills** students will synthesize learning from prior or concurrent coursework in order to accomplish each objective. Objectives shall represent new learning and encompass workplace activities as assigned by the employer for each unit of cooperative work experience internship credit attempted. Each objective must include:

- What it will be accomplished and by when.
- How (by what steps or methods) it will be achieved.
- How the objective will be evaluated and by whom.

Objectives must be designed so that they are specific, measurable, linked to a CSLO of prior or concurrent coursework and be attainable in one semester's time. The method(s) for achieving the objective should be clear, concrete, and available at the worksite. The objective should be designed so that the worksite supervisor will be able to directly (and objectively) assess the results

CSLO 4: To demonstrate the ability to **communicate thoughts and ideas clearly and effectively** student will complete a 500-word essay (field report) for each objective that describes each chosen objective and how each was achieved. He/she will begin by stating the objective, its linkage to discipline-specific CSLO(s), then discuss why they selected it, what need it filled or value it had for them and their employer. After providing this background information they will explain how they planned to complete it, how the objective was accomplished, what aspects of the plan worked, and what changes were required to meet each objective. Sample field reports are made available to the student.

CSLO 5: To demonstrate the ability to **utilize knowledge skills and abilities** acquired during prior or concurrent college course work directly related to workplace responsibilities student will accomplish each agreed upon objective to the satisfaction of the student's immediate supervisor as evidenced by Average or better ratings on Employer's Evaluation of Objectives Report.

## **Method of Evaluation/Grading:**

A-level student work is characterized by substantial and thoughtful preparation of workplace objectives utilizing Specific, Measurable, Action-oriented, Relevant, and Time-based (SMART) methods that represent new learning or expanded responsibilities and that are clearly connected to CSLOs from prior or current discipline-specific coursework. Additionally A-level students meet as scheduled with instructor, provide time cards as scheduled, receive a significant number of 4s from employer on final evaluation and workplace competency evaluation as well as submitting a well organized field report that includes all required components that is focused and logical with comprehensive breadth and depth.

C-level student work is characterized by minimal but adequate preparation of workplace objectives utilizing some but not all of the Specific, Measurable, Action-oriented, Relevant, and Time-based (SMART) methods that marginally represent new learning or expanded responsibilities and show little connection to prior or concurrent discipline-specific coursework. Additionally C-level students may not attend all meetings as scheduled with instructor, provide some time cards as scheduled, receive a significant number of 3s & 2s from employer on final evaluation and workplace competency evaluation and submits a field report that includes some of the required components with average focus and less than comprehensive breadth and depth.

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## Timetable and Grading Guidelines:

Week	Activity or Requirement	Points								
1 <sup>st</sup> – 3 <sup>rd</sup>	Student discusses program with employer and receives workplace assignment(s) “objectives”. Fills out objective worksheet.	5								
1 <sup>st</sup> – 3 <sup>rd</sup>	Student sets up meeting with Co-op Instructor to review/modify/finalize objectives and discusses course requirements. Student types finalized objectives.	5								
2 <sup>nd</sup> – 5 <sup>th</sup>	Co-op Instructor visits Employer and confirms validity of objectives. Turns in Objective/Agreement to Co-op Office.	5								
7 <sup>th</sup>	Student mails/delivers time card. (For weeks 1-6)	5								
8 <sup>th</sup> – 10 <sup>th</sup>	Student meets with Co-op Instructor to submit Student Self-Evaluation of Workplace Competencies, discuss progress and remainder of course requirements, etc.	5								
13 <sup>th</sup>	Student mails/delivers 2 <sup>nd</sup> time card. (For weeks 7 – 12)	5								
16 <sup>th</sup>	Student completes Field Report and mails/delivers it to Co-op Instructor. Maximum of 50 points awarded for field report, based on format, content, clarity of presentation, and timely submission. Student also makes appointment for final meeting with Co-op Instructor.	50								
16 <sup>th</sup> – 17 <sup>th</sup>	<p>Co-op Instructor visits job site and picks up Employers Final Rating Form and Workplace Competencies Evaluation; discusses Student’s status; assigns points based on employers rating: 100 points maximum allotted according to the following (A = 4, B = 3, C = 2, D = 1) cumulative conversion table:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">GPA of 4.0            = 90 points</td> <td style="width: 50%;">GPA of 2.0 – 3.4 = 50 points</td> </tr> <tr> <td>GPA of 3.5 – 3.9 = 80 points</td> <td>GPA of 1.5 – 1.9 = 40 points</td> </tr> <tr> <td>GPA of 3.0 – 3.4 = 70 points</td> <td>GPA of 1.0 – 1.4 = 30 points</td> </tr> <tr> <td>GPA of 2.5 – 2.9 = 60 points</td> <td></td> </tr> </table> <p><i>Example:</i> Student receives following employer grades for 4 objectives: A, B, B, C. (A = 4, B = 3, B = 3, C = 2) -- 4 + 3 + 3 + 2 = 12; 12 ÷ 4 = 3.0; which results in 70 points.</p>	GPA of 4.0            = 90 points	GPA of 2.0 – 3.4 = 50 points	GPA of 3.5 – 3.9 = 80 points	GPA of 1.5 – 1.9 = 40 points	GPA of 3.0 – 3.4 = 70 points	GPA of 1.0 – 1.4 = 30 points	GPA of 2.5 – 2.9 = 60 points		90
GPA of 4.0            = 90 points	GPA of 2.0 – 3.4 = 50 points									
GPA of 3.5 – 3.9 = 80 points	GPA of 1.5 – 1.9 = 40 points									
GPA of 3.0 – 3.4 = 70 points	GPA of 1.0 – 1.4 = 30 points									
GPA of 2.5 – 2.9 = 60 points										
16 <sup>th</sup> – 17 <sup>th</sup>	<p>Student meets with Co-op Instructor to review entire semester and completes the following:</p> <ol style="list-style-type: none"> <li>a. Delivers 3<sup>rd</sup> time card for weeks 13 – 17 (5 points)</li> <li>b. Student submits updated, one page résumé (10 points)</li> <li>c. Student submits completed career questionnaire and summary (10 points)</li> <li>d. Discusses performance on objectives/employer’s final rating. Tells own sense of progress and hears Co-op Instructor feedback on both the Field Report and overall student participation during the school term. (5 points)</li> </ol>	30								

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Point loss due to late objectives. Students who fail to submit finalized objective agreement form by close of 5<sup>th</sup> week are subject to a 5 point deduction for each (working) day form is late. Forms submitted one week late can result in a 25 point deduction. (**Reminder:** Failure to submit finalized objective agreement form by 7<sup>th</sup> week will result in an automatic drop from the course.)

Final grade based on points awarded.	<p>A = 180 – 200 points</p> <p>B = 160 – 179 points</p> <p>C = 140 – 159 points</p> <p>D = 120 – 139 points</p> <p>F = ≥ 119</p>	<p>200</p> <p>Total points possible</p>
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## **Course Content:**

1. Mandatory orientation focusing on academics of Occupational Work Experience Internship
2. Confirmation of one measurable objective representing new learning for each unit attempted.
3. Face-to-face meetings/communications/job site visits with instructor and employer.
4. Relationships between college-level discipline-specific CSLOs and the work place.
5. Examination of work place competencies valued by employers.
6. Regular reports regarding hours worked.
7. Written field report for each objective.
8. Submission of updated resume reflecting work experience achievements.
9. Career Quotient questionnaire examining student's employability.

## **Instructional Methods:**

- Lecture
- Lab
- Activity
- Problem-based Learning/Case Studies
- Collaborative Learning/Peer Review
- Demonstration/Modeling
- Role-Playing
- Discussion
- Computer Assisted Instruction
- Other (explain) \_\_\_\_\_

## **Textbooks:**

Cooperative Education at Los Medanos College Student Handbook (Available online), November 2014

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## Occupational Work Experience Internships

Administration of Justice	2105.00
Air Conditioning	0946.00
Appliance	0935.10
Art/Graphics Communications	1002.00
Automotive	0948.00
Athletics	0835.50
Business	0514.00
Business/Management	0506.00
Child Development	1305.00
Computer Science	0701.00
Education	0801.00
Electrical/Electronic Tech	0934.00
EMS	1250.00
Engineering	0901.00
Fire Technology	2133.00
Journalism	0602.00
Library Studies	1601.00
Nursing – Registered	1203.10
Nursing – Vocational	1203.20
PE - Activities	0835.00
Process Technology	0956.00
Real Estate	0511.00
Recording Arts	1004.00
Travel	0509.50
Welding	0956.50

# Cooperative Work Experience Education & Internships Employer Evaluation of Student Workplace Competencies

Los Medanos College, 2700 East Leland Rd, Pittsburg, CA 94565; Phone (925) 439-2181

Student Name: \_\_\_\_\_ Student I. D. # \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Student Job Title: \_\_\_\_\_

**Rating Scale:**

4 = Excellent (A); 3 = Above Average (B); 2 = Competent (C); 1 = Unsatisfactory (D); NA = Not Applicable

Workplace Competencies	4	3	2	1	NA	Comments
<b><u>Professionalism/Work Ethic:</u></b> Demonstrates personal accountability, effective work habits, e.g., punctuality, working productively with others, and time and workload management.						
<b><u>Teamwork/Collaboration:</u></b> Builds collaborative relationships with colleagues and customers; is able to work with diverse teams, negotiate, and manage conflicts.						
<b><u>Oral/Written Communication:</u></b> Articulates thoughts and ideas clearly and effectively; has public speaking skills. Writes clearly and effectively						
<b><u>Critical Thinking/Problem Solving:</u></b> Exercises sound reasoning and analytical thinking; uses knowledge, facts, and data to solve workplace problems; applies math and science concepts to problem-solving.						
<b><u>Leadership:</u></b> Leverages the strengths of others to achieve common goals; uses interpersonal skills to coach and develop others.						
<b><u>Information Technology Application:</u></b> Selects and uses appropriate technology to accomplish a given task; applies computing skills to problem-solving.						
<b><u>Diversity:</u></b> Learns from and works collaboratively with individuals representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.						
<b><u>Self-Direction/Lifelong Learning:</u></b> Is able to continuously acquire new knowledge and skills; monitors own learning needs; is able to learn from mistakes.						
<b><u>Creativity/Innovation:</u></b> Demonstrates originality and inventiveness in work; communicates new ideas to others; integrates knowledge across different disciplines.						
<b><u>Ethic/Socials Responsibilities:</u></b> Demonstrates integrity and ethical behavior; acts responsibly with the interest of the larger community in mind.						

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Printed Name

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date