

I. COURSE DESCRIPTION

- A. Division: Work Experience
Department: Business
Course ID: BUSAD 198
Course Title: Business Administration Occupational Work Experience
Units: 1-4 UNITS
Lecture: None
Laboratory: 5-20 hours per week
Prerequisite: None

- B. Catalog and Schedule Description:
Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.
Associate Degree Applicable.
Course credit transfers to the CSU

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: Up to 16 units

III. EXPECTED OUTCOMES FOR STUDENTS

Upon successful completion of the course, the student should be able to:

- A. Demonstrate proficiency in practices and/or procedures newly learned on the job
- B. Explore work experience through the actual work place
- C. Analyze and evaluate daily work activities
- D. Acquire a deeper understanding of the organization or company employer

IV. CONTENT:

Content varies at each work site depending on the job being performed and the student's individual learning objectives

V. METHODS OF INSTRUCTION

Methods of instruction will include the following components:

- A. Orientation to the Work Experience program
- B. Discussions
- C. Demonstrations, where appropriate
- D. Individual student conferences
- E. Evaluation and critique of learning objectives
- F. Writing assignment

VI. TYPICAL ASSIGNMENTS

- A. Read the Cooperative Work Experience Guidelines
- B. Write a paper relating to topics in the Work Experience Guidelines
- C. Write three learning objectives and the expected outcome of each one
- D. Complete and turn in monthly timesheets

VII. EVALUATION

- A. Method of evaluation will consist of components that demonstrate the student's proficiency in achieving the course objectives. These include:
 1. Interview with Site Supervisor
 2. Research and/or term paper

3. Instructor and employer evaluation
4. Student work habits, including timeliness of meeting deadlines, attending mandatory Orientation, keeping individual appointments with Instructor
5. Proof of work hours in the form of signed timesheets sufficient to earn appropriate number of units

B. Frequency of evaluation

1. Three objectives
2. One term paper

VIII. TYPICAL TEXTS

Cooperative Work Experience Education: Student Guidelines and Responsibilities.
SBVC Publisher

IX. OTHER SUPPLIES REQUIRED OF STUDENT: None