

CO ED101 : Work Experience Education

General Information

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Course Code (CB01) :	CO ED101
Course Title (CB02) :	Work Experience Education
Department:	CO ED
Proposal Start:	Spring 2025
TOP Code (CB03) :	(4932.00) General Work Experience
CIP Code:	(32.0105) Job-Seeking/Changing Skills.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000100641
Curriculum Committee Approval Date:	03/27/2024
Board of Trustees Approval Date:	06/18/2024
Last Cyclical Review Date:	03/27/2024
Course Description and Course Note:	CO ED 101 is the structured supervised internship or job opportunity for employment on or off- campus under the guidance of a counseling faculty member. It is designed to provide students with appropriate preparation and hands-on work experience. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. Note: (1) Students may earn up to twelve semester units through general and occupational work experience, with limitations. (2) Students must secure job placement and then may register for this course by obtaining a permission number from the Cooperative Education instructor. Students must attend a mandatory orientation session with the instructor. (3) Concurrent enrollment in 7 units, including Cooperative Education.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Credit
Author:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Counseling
Alternate Discipline:	<ul style="list-style-type: none">Counseling: EOPS
Alternate Discipline:	<ul style="list-style-type: none">Counseling: Disabled Students Programs and ServicesCounseling: EOPS

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07) 1

Maximum Credit Units (CB06) 3

Total Course In-Class (Contact) Hours 63 - 171

Total Course Out-of-Class Hours 0 - 0

Total Student Learning Hours 63 - 171

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	3.5 - 9.5	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	63 - 171
Studio	0

Total 63 - 171

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL151 - Reading And Composition V

Objectives

- Read and critically analyze various academic readings.
- Summarize readings.
- Organize fully-developed essays in both expository and argumentative modes.
- Revise writing to eliminate errors in syntax, and grammatical constructions.

AND

Co-Requisite

Concurrent enrollment in 7 units, including Cooperative Education.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Laboratory

Methods of Instruction Multimedia

Methods of Instruction Guest Speakers

Out of Class Assignments

- Written term paper (e.g. on accomplishment of job objectives)
- Resume
- Reports (e.g. written reports on daily activities, skills learned, etc.)

Methods of Evaluation Rationale

Other Completion and submission of all forms

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
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No Value	No Value	No Value	No Value	No Value
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Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Write measurable job-related objectives that are accomplished within the semester.

Compare and contrast job-related objectives to the job experience.

Analyze job-related objectives with respect to the mission of the organization.

Create a time frame for the accomplishment of the job objectives.

Create measures of achievement by which to evaluate the attainment of their objectives.

Evaluate goals and objectives in terms of the future needs of the organization.

Enhance and strengthen employee/supervisor communications and working relationships.

Integrate the actual work experience with knowledge gained to help in making well-informed career-life decisions.

SLOs

Prepare a resume.

Expected Outcome Performance: 70.0

ILOs Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.

Core

ILOs

Practice ethical and responsible behavior within personal, academic, professional, social, and societal contexts; recognize and welcome diverse lifestyle choices that promote physical, intellectual, psychological, and social well-being.

Reflect and act upon personal responsibility as local and global citizens; respect and appreciate social and cultural diversity and recognize the complexity of the world; value and articulate the significance of environmental sustainability and social justice.

List and describe at least five measurable job-related objectives and career path options.

Expected Outcome Performance: 0.0

ILOs Practice ethical and responsible behavior within personal, academic, professional, social, and societal contexts; recognize and welcome diverse lifestyle choices that promote physical, intellectual, psychological, and social well-being.

Core

ILOs

Course Content

Lecture Content

No value

Laboratory/Studio Content

Course Introduction/General Orientation (4 hours)

- COOP Ed program eligibility, including computation of units earned
- Paperwork requirements
- Class schedule and course expectations

- Elements of learning objectives: specific, measurable, achievable, realistic, challenging, and short term
- Elements of job descriptions

Career and Planning Development (5 hours)

- Job search techniques, resume development, interviewing skills

Professionalism on the Job (6 hours)

- Examination of desirable work habits and attitudes
- Punctuality, personal appearance, direction taking, task completion
- Workplace diplomacy and human relations
- Effective communication skills, oral and written
- Effective time management

Verification of Progress Toward Objectives (3 hours)

- Faculty meets with employers
- Employer rates progress of student
- Faculty consults with student about work and resume

Employer Verifies Hours Worked. Units Based on Number of Hours Worked

- 54 hours of work = 1 unit
- 108 hours of work = 2 units
- 162 hours of work = 3 units

Total hours: 63-171

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value