

**Course Outline**

**COURSE:** GUID 532                      **DIVISION:** 30                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Spring 2018                      **Inactive Course**

**SHORT TITLE:** CAREER DEVELOP/WORK EXP WA3

**LONG TITLE:** Career Development and Work Experience - WorkAbility 3

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
1 TO 4	18	Lecture:	0	Lecture:	0
		Lab:	4.7 TO 18.8	Lab:	84.6 TO 338.4
		Other:	0	Other:	0
		Total:	4.7 TO 18.8	Total:	84.6 TO 338.4

**COURSE DESCRIPTION:**

Guidance 532 offers students with disabilities the opportunity to receive course credit for participating in paid employment situations including on-the-job training, internships and entry-level positions. Students will utilize a variety of work alternatives and settings according to individual needs and vocational objectives. To meet course requirements, students must arrange monthly meetings with a WorkAbility 3 staff member, complete and submit time sheets on a regular basis, review their progress report and submit an employer evaluation form once a semester. This course may be repeated. **ADVISORY:** Student must be an active participant in the WorkAbility 3 program.

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** C - Credit - Degree Non Applicable

**GRADING MODES**

P - Pass/No Pass

**REPEATABILITY:** R - Course may be repeated

Maximum of 99 times

**SCHEDULE TYPES:**

20 - Work experience credits

**STUDENT LEARNING OUTCOMES:**

1. Students will demonstrate professional behaviors, attitudes and interpersonal skills in the workplace.

Measure: Employer evaluation; Individual conferences; Self-evaluation

PLO:

ILO: 1.1, 4.2, 6.2

GE-LO:

Anticipated Year of Assessment:

2. Students will interact successfully with coworkers, customers and supervisors by using effective communication skills both verbally and in writing.

Measure: Employer evaluation; Workplace observation by

WA3 staff member

PLO:

ILO: 1.2, 1.5, 3.1, 4.1

GE-LO:

Anticipated Year of Assessment:

3. Students will apply critical thinking to make important decisions about issues of concern within the context of a competitive and increasingly changing global marketplace.

Measure: Individual conferences; Self-evaluation

PLO:

ILO: 2.3, 3.1, 6.3

GE-LO:

Anticipated Year of Assessment:

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

Inactive Course: 02/26/2018

1 Hours

Content: Orientation to the WorkAbility 3 Program and GUID 532 course expectations.

Student Performance Objectives (SPO): The student will explain class requirements and create a plan in order to accomplish job/task assignments.

Out-of-Class Assignments: Student will employ job skills at his/her work site.

75 -300 Hours Content: The content of this course is designed to assist individuals with the ongoing development and retention of employment skills in accordance with his/her Individualized Plan for Employment (IPE). Students will be expected to meet regularly with the instructor to establish vocational goals and plan activities directly related to his/her occupational aspirations. Students will record and report their work hours on a monthly basis to the instructor and arrange for an observation/assessment by their immediate supervisor.

Student Performance Objectives (SPO): 1. The student will interpret feedback received from his/her supervisor and instructor and describe his/her work related strengths and weaknesses. 2. Students will demonstrate their progress by applying their knowledge and abilities to real life situations. 3. Students will evaluate their own job performance.

Out-of-Class Assignments: The student will illustrate appropriate employee work habits, responsibilities, attitudes and behaviors on the job.

Content: The student will earn credit while gaining work experience on the job. The hours will be tabulated according to the chart below:

75 hours per semester = 1 unit of credit.

150 hours per semester = 2 units of credit.

225 hours per semester = 3 units of credit.

300 hours per semester = 4 units of credit.

Student Performance Objectives (SPO): The student will calculate his/her work hours once per month and create a way of tracking his/her time.

Out-of-Class Assignments: Students will collect their weekly work attendance.

2 Hours:

Final

Student Performance Objectives (SPO): 1. The student will report his/her total hours for the semester to the instructor. 2. The student will prepare a comprehensive summary of progress made toward achieving greater career awareness and reaching his/her vocational ambitions.

### **METHODS OF INSTRUCTION:**

1. Individual conferences with WorkAbility 3 staff member; 2. Completion and submission of time sheets on a monthly basis; 3. Demonstration/Observation of workplace; 4. Employer evaluation.

### **METHODS OF EVALUATION:**

CATEGORY 1 - The types of writing assignments required:

Percent range of total grade: 5 % to 10 %

Written Homework

CATEGORY 2 - The problem-solving assignments required:

Percent range of total grade: % to %

CATEGORY 3 - The types of skill demonstrations required:

Percent range of total grade: 65 % to 75 %

Field Work

Performance Exams

CATEGORY 4 - The types of objective examinations used in the course:

Percent range of total grade: % to %

CATEGORY 5 - Any other methods of evaluation:

Individual conferences with the instructor.

Percent range of total grade: 10 % to 15 %

### **REPRESENTATIVE TEXTBOOKS:**

### **ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education: Y

Program Status: 2 Stand-alone

Special Class Status: S

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: 18.8

Minimum Hours: 4.7

Course Control Number: CCC000536431

Sports/Physical Education Course: N

Taxonomy of Program: 493030