



BCIS 99 - Work Experience-BCIS

Catalog Description

Transfer Status: CSU

Prerequisite: Permission of Work Experience Education instructor and employment supervisor

Unit(s): 0.50-8.00

Independent Study: 25.50-408.00 Contact hours/0.00-0.00 Out of class hours/25.50-408.00 Total hours/0.50-8.00 Unit(s)

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Course Description: Work experience is an experiential course where students apply what they have learned in the classroom to a work environment. The course offers students the opportunity to develop technical skills, explore possible career choices, build confidence, network with people in the field, and transition into the world of work. Work experience may include paid or unpaid employment. Students may earn one semester unit of college credit in this course for every fifty-one hours of work experience. Students may enroll in this course up to 8 unit(s) to complete the entire curriculum of the course. A maximum of sixteen units can be earned in work experience courses during a student's enrollment with Butte College.

Objectives

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

1. Identify work experience objectives that are unique to each student and employment situation in consultation with their employer and work experience instructor prior to enrollment.
2. Describe the importance of on-the-job responsibilities.
3. Demonstrate increased knowledge of personal skills to apply to future workplace settings, such as communication skills, interpersonal skills, and networking.
4. Develop career awareness and direction, through exploration of work experience opportunities, to assist in choosing a major and/or career path.

Methods of Instruction

A. Work Experience

B. General methods of instruction will vary with each student and employer, but will usually rely on "hands on," on-the-job training as the primary method of instruction.

Procedures for enrolling in Career Work Experience.

1. Contact the Career Center to obtain an enrollment packet or download from the Career Center website.

2. Fill out the Application for Work Experience and the Work Experience Student Agreement.

3. With assistance of the employer and instructor, write specific, measurable learning objectives to be met during the semester and enter them onto the Objective/Evaluation sheet including signatures from student, employer and instructor.

4. Return the completed packet to the Career Center.

5. The Career Center will then enroll the student into the course.

Students' Responsibilities.

1. Fill out the Objective/Evaluation sheet in consultation with the instructor and employer. The agreement needs to be signed by student, employer and instructor.

2. Become properly registered in the Work Experience course.

3. During the work experience, keep a record of attendance at work on the yellow Employer's Report of Student Attendance form. At the conclusion of this course have this form signed by your supervisor to verify its accuracy and submit to the Career Center.

Work Experience Instructor.

1. Will arrange for work site visitation, course grading and submission of appropriate paperwork and forms necessary for completing the course.

Methods of Evaluation

A. Work Experience

B. Students may earn one semester unit of college credit in this course for every fifty-one hours of work experience. Students may earn from 0.5 to 8 units in a semester. Grading: An assessment will be made by the Work Experience Instructor in consultation with the student and their supervisor regarding the student's ability to achieve the objectives noted on the Objective/Evaluation sheet submitted at the beginning of the course.

Examples of Assignments

Reading Assignments

1. Learning objectives and assignments are assigned by the instructor who is supervising each individual student's internship or other workplace experience.

2. Each student's assignments and learning objectives are unique to their own experience and education and dependent on the employer's ability to provide new learning opportunities.

Writing Assignments

1. Learning objectives and assignments are assigned by the instructor who is supervising each individual student's internship or other workplace experience.
2. Each student's assignments and learning objectives are unique to their own experience and education and dependent on the employer's ability to provide new learning opportunities.

Out-of-Class Assignments

1. Learning objectives and assignments are assigned by the instructor who is supervising each individual student's internship or other workplace experience.
2. Each student's assignments and learning objectives are unique to their own experience and education and dependent on the employer's ability to provide new learning opportunities.

Recommended Materials of Instruction

Other Learning Materials

Materials of instruction will depend upon the type of job obtained by the student.

Minimum Qualifications

Office Technologies

Work Experience Coordinator

Created/Revised by: Chair, Curriculum Committee

Date: 11/06/2023