

**Course Outline of Record**

1. Course Code: MATH-095A
2.
  - a. Long Course Title: Math Work Experience
  - b. Short Course Title: MATH WORK EXPERIENCE
3.
  - a. Catalog Course Description:  
 This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all work experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Math.
  - b. Class Schedule Course Description:  
 This work experience course of supervised employment is designed to assist students to acquire desirable work habits and skills. Students must work 75 paid hours or 60 non-paid hours/unit
  - c. Semester Cycle (if applicable): N/A
  - d. Name of Approved Program(s):
4. Total Units: 1.00-8.00      Total Semester Hrs: 60.00-600.00  
 Lecture Units: 0      Semester Lecture Hrs: 0  
 Lab Units: 1-8.00      Semester Lab Hrs: 60.00-600.00  
 Class Size Maximum: 23      Allow Audit: No  
 Repeatability Work Experience per Title 5 §55253  
 Justification Maximum of 16 total Work Experience units (per Title 5, 55253). Learning objectives will be different for each enrollment.
5. Prerequisite or Corequisite Courses or Advisories:  
*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)*  
N/A
6. Textbooks, Required Reading or Software: (List in APA or MLA format.) N/A
7. Entrance Skills: *Before entering the course students must be able:*  
a. Acquire a job or internship.

8. Course Content and Scope:

Lecture:

1. Planned learning objectives for individual students based on job learning stations that include:
  1. Tasks to be accomplished
  2. How the task will be accomplished
  3. How the talks will be evaluated (measured) and by whom
  4. When the tasks will be completed
2. Communication responsibilities with instructors/coordinators and employers will be the students.

Lab: (if the "Lab Hours" is greater than zero this is required)

n/a

9. Course Student Learning Outcomes:

1.

Context : Given the task of writing learning objectives based on work related duties, Objective: demonstrate competent and appropriate completion of each objective which Traits: increases performance, improves efficiency and enhances skills in the

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workplace.

2. Context : Given normal tasks based on actual working conditions, Objective: demonstrate competent and appropriate employment skills which Traits: enhances an understanding of human relations, increases self-identity and confidence, applies career goals of classroom theory to real life experience, utilizes work experience education on future job applications and clarifies individual abilities in the work environment.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Demonstrate employment skills under actual working conditions.
- b. Apply career goals of classroom theory to real life experience.
- c. Demonstrate an increase in self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.
- d. Demonstrate an understanding of their own abilities in the work environment.
- e. Explain an understanding of human relations.
- f. Demonstrate an understanding of how to approach the job market.
- g. Apply work experience education on future job applications.
- h. Develop new or expanded job objectives each semester of enrollment.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

Other Methods:

a. Conferences with students. b. Development of measurable learning objectives with the employer/supervisor that are specific to the job. c. Development of a training agreement between the employer and student.

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 0

Outside Class Hours: 0

a. In-class Assignments

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b. Out-of-class Assignments

1. Development of measurable learning objectives with the employer/supervisor that are specific to the job.
2. Confer with instructor/coordinator on final learning objectives.
3. Arrange appointment to meet together with the employer/supervisor and instructor/coordinator to discuss objectives and other issues and to sign the training agreement.
4. Reflection paper (length and content to be determined).
5. Self-evaluation by the student based on the training agreement.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

• Other

- a. Hours worked. b. Performance on the learning objectives. c. Attendance at scheduled conferences and orientation. e. Completion and timelines of paperwork f. On-site visit by the instructor/coordinator.

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO - Career and Technical Education

Apply critical thinking skills to execute daily duties in their area of employment.

IO - Personal and Professional Development

Self-evaluate knowledge, skills, and abilities.

16. Comparable Transfer Course

