

ITRN A100: INTERNSHIP OR WORK EXPERIENCE - LEVEL 1

Item	Value
Curriculum Committee Approval Date	02/12/2025
Top Code	493200 - General Work Experience
Units	1-4 Total Units
Hours	54-216 Total Hours (Other Hours 54-216)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	Yes
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

Formerly: ITRN A392, Internship Experience - Level 1. Supervised internship or work experience for the student who has identified a major area of study and/or a career path of interest. On-the-job learning experiences will contribute to student's occupational and educational goals as well as develop both professional soft skills and technical skills. Internship may be either a paid or unpaid position; work experience must be paid. If a student wants to repeat the same internship or work experience with the same worksite, they must enroll in ITRN A200 and identify different learning outcomes. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Identify two student learning objectives related to internship or work site, responsibilities, and overall student and employer needs.
2. Develop workplace readiness skills in the areas of attendance, time management, proper workplace attire, interpersonal skills (communication and customer service), positive attitude, and teamwork.
3. Demonstrate competent and appropriate completion of each learning objective, showing increased performance, improved efficiency, and enhanced skills in the workplace.
4. Examine and summarize overall internship or work experience, which may include: achievement of learning objectives, acquisition of skills and knowledge, development of work-based projects, clarification of career goals, and/or overall career growth

Course Objectives

- 1. Identify goals.
- 2. Successfully conduct a job (internship) search.
- 3. Develop confidence and self-assurance to complete the interview process.
- 4. Follow employment policies.
- 5. Build self-identity and confidence as a worker.
- 6. Observe the dynamics of human relations in the work environment.

- 7. Apply skills learned in the classroom to actual working conditions.
- 8. Evaluate self-achievements and accomplishments.

Lecture Content

Writing measurable learning objectives related to internship or work site needs including what is to be accomplished, how it will be accomplished, how it will be evaluated and completion date. Routine objectives Personal objectives Problem solving objectives Creative objectives Critical thinking objectives Subject matter objectives Conducting search for appropriate internship or work site related to education and/or career goals. Interviewing at an internship or work site and presenting one's self professionally. Dressing appropriately for internship or work site. Maintaining a record of internship or work experiences and time. Reviewing achievement of learning objectives and effectiveness of internship or work site and program with instructor and work site supervisor. Writing an evaluation of accomplishment of learning objectives and effectiveness of internship or work experience program.

Method(s) of Instruction

- Work Experience (20)

Instructional Techniques

Students will receive one-on-one consultation to discuss their learning outcomes and internship or work experience, occupational and/or educational goals and overall career growth. The internship or work site supervisor will process and provide goal achievement input and evaluation of student learning outcomes. The instructor/coordinator will provide goal achievement guidance, assessment, and evaluation.

Reading Assignments

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Writing Assignments

Title 5 Cooperative Work Experience guidelines require students to: Maintain record or journal of internship or work experience and documentation of hours. Write an evaluation of internship or work experience. Proficiency will be demonstrated by achieving competency per individual agreement as determined by evaluation process.

Out-of-class Assignments

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Demonstration of Critical Thinking

Evaluation of student learning outcomes by internship or work site supervisor. Evaluation of student learning outcomes by internship or work instructor/coordinator. Self-evaluation of student learning outcomes by student as well as a reflection on overall internship or work experience as it relates to occupational and/or educational growth and goals.

Required Writing, Problem Solving, Skills Demonstration

Title 5 Cooperative Work Experience guidelines require students to: Maintain record or journal of internship or work experience and documentation of hours. Write an evaluation of internship or work experience. Proficiency will be demonstrated by achieving competency per individual agreement as determined by evaluation process.

Eligible Disciplines

Counseling: Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling,

educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling, OR the equivalent. (NOTE: A bachelor's degree in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.) Master's degree required. Title 5, section 53410.1

Other Resources

1. OCC Internship or Work Experience Handbook developed by the course instructor.