

FORM VERSION: 5/95
DATE REVISED:

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: Cooperative Education 150 Internship

UNIT VALUE: 2 or 3 units

MINIMUM NUMBER OF SEMESTER HOURS: An unpaid internship requires a minimum of 60 hours of internship site work per semester hour. A paid internship requires a minimum of 75 hours of internship site work per semester hour.

BASIC SKILLS REQUIREMENTS: Preparation of a job-specific resume prior to interviewing for the internship position at the internship site. Instruction in resume preparation is available through the Career Center where resume preparation workshops are provided and a self-instruction computer program is available.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE:

RECOMMENDED PREPARATION:

SCOPE OF COURSE: Students learn major-specific knowledge and skills at an internship site that will enhance employment. Students design and complete an internship project in consultation with their internship advisor and site supervisor.

SPECIFIC COURSE OBJECTIVES:

1. To help students develop job-readiness skills
2. To enable students to test a major in the job market
3. To assist students in making employer contacts that will help in job acquisition

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE: Interns define career goals, evaluate their skills and abilities, research an employer, prepare a personal resume, learn interview techniques, establish specific learning objectives for the internship, develop techniques that relate to the major, and learn about the work culture of the company/organization where the internship occurs. The specific skills and knowledge required and learned will vary with each internship.

REQUIRED READING:

SUGGESTED READING:

REQUIRED WRITING: Each student will write a personal resume to prepare for the internship interview. Each student will establish internship learning objectives plus do additional writing as required at the internship site. In addition, each student will submit a written summary of at least one internship project designed to enhance the internship.

OUTSIDE ASSIGNMENTS:

For a semester long internship students are expected to spend a minimum of three hours per unit per week in class and on outside assignments.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No With some modifications the course could be offered as a distance education course.

If yes, check all that apply. (See guidelines for preparation for definitions.)

- telecourse
- mediated instruction
- computer assisted instruction

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students): The internship site supervisor monitors student progress and give the intern an evaluative grade upon completion of the internship. The faculty internship advisor visits the internship site and does and evaluation once during the semester. The internship advisor uses data from the site visit, from the site supervisor's evaluation, from the internship project, and from the student completion interview to assign the student an official evaluative grade for the internship course.

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 4

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Robert Ebert

SIGNATURES:

SIGNATURES ON FILE

