

Clackamas Community College
Online Course/Outline Submission System

Section #1 General Course Information**Department:**Advising & Counseling**Submitter**

First Name: Casey

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Course Prefix and Number:HD - 180**# Credits:**12**Contact hours**

Lecture (# of hours):

Lec/lab (# of hours): 432

Lab (# of hours):

Total course hours: 432

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title:Career Development Internship**Course Description:**

Develop skills in a specific occupation and practice the career management skills necessary to obtain, sustain, and advance employment. A Training and Evaluation Plan is developed and managed in consultation with the student, internship supervisor, and faculty.

Type of Course:Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit:Yes

When do you plan to offer this course?

- Summer**
- Fall**
- Winter**
- Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. demonstrate occupation specific entry level skills,
2. describe the abilities, interests, and values related to an occupation;
3. conduct and report market research for a specific occupation,
4. demonstrate work behaviors required for specific career field,
5. create and adapt a personal resume,
6. create and adapt a cover letter,
7. locate and sort suitable employers and openings,
8. demonstrate effective interviewing techniques,
9. explain or demonstrate employer expectations for work place behaviors,
10. explain or demonstrate employer expectations for basic skills,
11. describe techniques and skill sets that advance careers.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Training and evaluation plans.
 - a. Research required skills to perform a targeted occupation.
 - b. Assess current skills related to the targeted occupation.
 - c. Write 3-5 measurable learning objectives related to the student's skills gap.
2. Career management skills.
 - a. Obtain employment: basic job search strategies.
 - a1. Create and adapt a personal resume.
 - a2. Create and adapt a cover letter.
 - a3. Locate and sort suitable employers and openings.
 - a4. Demonstrate effective interviewing techniques.
3. Sustain employment: basic work place behaviors.
 - a. Explain or demonstrate employer expectations for work place behaviors.
 - b. Explain or demonstrate employer expectations for basic skills.
4. Advance employment: basic strategies to manage knowledge, opportunity, and compensation.
 - a. Describe techniques and skill sets that advance careers.

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |

5. Supports green services **No**

Percent of course:0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

:

First term to be offered:

Next available term after approval

:
