

Lassen Community College Course Outline

AJ 49 Administration of Justice Work Experience 1.0 - 14 Units

I. Catalog Description

This course involves student employment or internship providing meaningful work experiences related to the administration of justice course of study, combined with instruction in critical workplace skills. Work experience education may include paid or unpaid employment, full or part-time employment with a licensed business. Work Experience supports student educational and occupational goals, including developing career awareness, learning industry culture, and developing professional networks in career fields. All Work Experience enrollments require attendance of an orientation session. Instruction is also provided through course modules, work-based learning with a participating supervisor, and meetings in office or at the student worksite. Instruction focuses on goal setting to develop job-specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 14 units per enrollment. Students earn 1 unit of credit for each 51 hours of paid or volunteer work. This course has been approved for Hybrid delivery.

Recommended Preparation: Successful completion of ENGL105 or equivalent multiple measures placement.

Transfers to CSU only
714 Hours Work Experience
Scheduled: Fall, Spring

II. Coding Information

Repeatability: Unlimited up to 14 units
Grading Option: Graded or Pass/No Pass Credit
Type: Credit - Degree Applicable
TOP Code: 493200

III. Course Objectives

A. Course Student Learning Outcomes

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

1. Demonstrate increased career awareness
2. Apply career development skills for personal development

B. Course Objectives

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

1. Identify, assess, demonstrate, and discuss work skills both verbally and in writing.
2. Develop competencies that are necessary for successful employment through accomplishing new individualized measurable occupational learning objectives on-the-job each semester of enrollment.

3. Demonstrate critical thinking in the resolution of problems in the workplace.
4. Develop an understanding of how one's current job fits into the context of career development and planning.
5. Define industry culture
6. Identify strategies to develop professional networks

Subsequent Enrollments

Students will demonstrate expanded workplace skills beyond those attained in prior enrollment(s) through the use of individualized measurable learning objectives that identify new skill(s) to be attained on-the-job during the semester. Each term of enrollment, students will complete a new self-evaluation of their soft skills in the workplace, and new assignments to expand their career development knowledge beyond that of prior enrollments.

IV. Course Content

First Enrollment

1. Orientation to Work Experience
 - i. Review of Work Experience course requirements and objectives.
 1. Requirements
 - A. Link to Educational Pathway
 - B. Repeatability
 - C. Work hours
 - ii. Preparation of required forms
 1. Skills Assessment
 2. Learning Objectives
 - A. Supervisor involvement in the development and approval of learning objectives that identify new skills to be attained which are related to student's educational and occupational goals.
 3. Timesheet
 - A. Allowable hours
 - B. Calculations
 - C. Consequences
 4. Canvas/Correspondence Overview
 - A. Assignment Review
2. Soft skills in the workplace
 - i. Examples of soft skills
 - ii. Contribution towards career development
 - iii. Self-Assessment
3. Learning Objective Progress Tracking
 - i. Review of Learning Objectives
 - ii. Communication with supervisor
 - a. Listening
 - b. Speaking
4. Industry Culture
5. Networking

Subsequent Enrollments

1. Orientation to Work Experience

- i. Review of Work Experience course requirements
 - 1. Enrollment Requirements
 - A. General, Occupational, Career Technical Education Work Experience
 - B. Repeatability
- ii. Preparation of required forms
 - 1. Workplace Skills Assessment
 - 2. Learning Objectives
 - A. Supervisor involvement in development and approval of new learning objectives that identify new skills to be attained which are related to this discipline, and unique to this enrollment.
 - 3. Timesheet
 - A. Allowable hours
 - B. Calculations
 - C. Consequences
 - 4. Canvas/Correspondence Overview
 - A. Assignment Review
 - 5. Timelines
 - 6. Scheduling Tools

After attending the required orientation, students complete assignments to expand upon their knowledge gained in prior enrollments.

V. Assignments

A. Appropriate Readings

- 1. Work Experience course syllabi
- 2. Work Experience Orientation materials
- 3. Course text
- 4. Posted articles
- 5. Online resources: Career Coach, Here to Career, California Career Café, Career One Stop, California Career Zone, My Next Move, Salary Surfer, O*Net, Occupational Outlook Handbook, Keirsey Temperament Sorter
- 6. Essential Skills Program curriculum
- 7. Individualized job-specific materials provided by employer to assist student in building content knowledge related to occupational learning objectives and job performance. Additional reading may be advised if skill deficiency exists.
- 8. Ludden, L.L.; *Job Savvy*, 6th ed., 2019 St. Paul, MN: JIST Publishing. ISBN:9781593579142

B. Writing Assignments

Students will write one new individualized measurable occupational learning objective for each unit of enrollment each semester, and complete short answer/essay assignments. Students may also complete written assignments required in their employment.

C. Expected Outside Assignments

Completion of work hours required for course enrollment; Students earn 1 unit of credit for each 51 hours of paid or volunteer work. New skill attainment through satisfactory completion of established individualized

measurable occupational learning objectives while on-the-job. Satisfactory demonstration of soft skills while on-the-job.

D. Specific Assignments that Demonstrate Critical Thinking

Students will apply critical thinking skills in the development and accomplishment of job-related learning objectives, and the application of course content in the positive resolution of job-related issues.

VI. Methods of Evaluation

Students demonstrate mastery of content through multiple means. Evaluation (i.e., letter grades of A, B, C, D, and F) will be assigned to all Work Experience students based upon their development and achievement of individualized measurable occupational learning objectives, workplace performance, assignment completion, and attendance of required meetings. Quizzes, short answer/essay responses, and demonstration of skills in a work-based learning setting will be utilized.

VII. Methods of Delivery

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

Traditional Classroom Delivery Correspondence Delivery

Hybrid Online Delivery

A combination of face-to-face orientation approximately 1.5 hours in duration; work-based learning; individual conferences at worksite and/or Work Experience Office with instructor-coordinator and/or work site supervisor; online content including notes, assignments/assessments, emails and web-links and/or written assignments.

VIII. Representative Texts and Supplies

1. This is an Open Educational Resource Textbook: Nielsen, D., Ballantyne, E., Murad, F., and Fournier, M. (2022). Getting ready for work-integrated learning. BCcampus. Available in class Canvas section (free), online (free at <https://opentextbc.ca/workintegratedlearning/>)
Ebook ISBN: 978-1-77420-175-6, Print ISBN: 978-1-77420-174-9

2. Course materials provided during Orientation

Students are not required to purchase text or supplies for this course as they are provided within the course.

IX. Discipline/s Assignment

Work Experience

X. Course Status

Current Status: Active

Original Approval Date: 4/17/1990

Revised By: Lisa Gardiner

Curriculum/Academic Standards Committee Revision Date: 11/21/2023