

Political Science (POSC) 1513 Political Science Work Experience (1-4 units per semester-limit 16 units)
CSU

Prerequisite: Application and Orientation are required prior to enrolling into the course. Students must have declared a major in area of the Work Experience.

Note: Units of Work Experience cannot be included as part of a student's study load for Veterans Educational benefits.

Hours and Unit Calculations:

48 hours of work either paid or unpaid is equivalent for one unit of credit

Catalog Description: The purpose of work experience is to provide students with an integrated instructional program that provides opportunities to connect academic curricular to applied experiential learning in the workplace. This course is specific for students enrolled in political science programs. Attitudes, skills, and knowledge essential for success in their career field are explored. Students should develop career awareness, learn industry culture, competencies, and norms, and develop professional networks in their field to support career mobility. Please note that some four-year institutions will not accept transfer Work Experience units or have a cap on how many units will transfer. In those cases, Work Experience units will probably be accepted as elective units. Enrollment is restricted through an application process.

Type of Class/Course: Degree Credit

Text: None

Course Objectives:

At the conclusion of the course, the student will be able to

1. Demonstrate desirable work habits, attitudes, and vocational skills specific to political science
2. Achieve satisfactory progress towards their individual learning objectives
3. Obtain a heightened sense of career awareness within the industry

Course Level Student Learning Outcomes

1. Demonstrate understanding of employer's expectation and job-related responsibilities
2. Complete a self-assessment report delineating skills and knowledge
3. Identify work outcomes with employer
4. Analyze career opportunities
5. Demonstrate skills, attitudes, and knowledge needed to maintain employment
6. Develop working relationships on the job
7. Demonstrate job retention skills including responsibility, dependability, effective use of time, appropriate dress, and behavior.

Course Scope and Content

1. Complete a Work Experience Education (WEE) Student Application
2. Participate in a WEE Orientation
3. Register for a Work Experience class
4. Create in collaboration with TC WEE Coordinator/Faculty and employer, on-the-job learning objectives outlined in Learning Objective Contract (at least one objective per unit enrolled)
5. Maintain an accurate timesheet, to be verified by employer/supervisor, and kept by WEE Coordinator/Faculty for unit award calculations
6. Meet with WEE Coordinator/Faculty at least twice during term to discuss progress towards on-the-job learning objectives
7. Complete a mid-term and end-of-term self-evaluation and evaluation of employer/jobsite.

Methods of Evaluation:

Evaluation is the responsibility of college coordinators. Assistance in determining the correct evaluation is provided by recommendations from supervisor as well as by student self-evaluations. Evaluate through written, measurable learning objectives and outcomes. Evaluate through direct assessment competency based. End of term evaluation should be based upon a predetermined learning plan, or a set of objectives, which everyone clearly understands and approves of the objectives.

1. Completion of all forms and appropriateness of meeting assigned appointments and deadlines
2. Assigned in-class projects
3. Class participation
4. Completion of learning objectives
5. Job-related appropriateness/responsibility
6. Units granted based on total hours worked during semester

Outside Class Activities None

Supplemental Data:

TOP Code:	Political Science 2207.00
SAM Priority Code:	E: Non-occupational
Funding Agency:	Y: Not Applicable
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class

Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Work Experience:	Y: Course is a part of a work experience education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	Yes
Discipline	Political Science



First semester and Second WEE Student Course Grading System:

Job Analysis 20 pts

Written Outcomes/Objectives 1 and 2 100 pts each

Power Resume and Cover Letter (35 pts each) 75 pts

Student Evaluation and Assessment 100 pts

Time Sheets on time 20 pts No timesheets than no credit awarded

Seminar Attendance (4 required) 80 pts

Student Evaluation (to be completed and submitted by your Coordinator) 110 pts

Total 500 pts

Third & Fourth semester WEE Student Course Grading System:

Job Analysis 20 pts

Written Outcomes/Objectives 1 and 2:

New or expanded responsibilities or learning opportunities

Above and beyond normal duties 150 pts

Student Evaluation and Assessment 100 pts

Time Sheets on time: 40 pts No timesheets than no credit awarded

NO SEMINARS REQUIRED for 3rd and 4th semester students

Student evaluation (to be completed and submitted by your Coordinator) 190 pts

Total 500 pts

Note: Points will be deducted for late paperwork.

GRADING SYSTEM:

451 – 500 points = A

401 – 450 points = B

351 – 400 points = C

300 – 350 points = D

299 and below = F