

# ACR - 95 - Cooperative Work Experience Education

<b>COURSE OUTLINE OF RECORD</b>
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**EL CAMINO COLLEGE**  
**COURSE OUTLINE OF RECORD**

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**I. Course Information**

**Course Acronym:\***

ACR

**Course Number:\*** 95

**Descriptive Title:\*** Cooperative Work Experience Education

**Division:** Industry and Technology

**Department:\***

Air Conditioning and Refrigeration

**Course Disciplines:** Air Conditioning and Refrigeration

**Catalog Description:\*** Through a set of learning objectives established by the student, supervisor, and instructor, each student will work with and learn from experts in the Air Conditioning and Refrigeration field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare them to personal abilities and career expectations.

Note: Transfer limitations apply.

Note: The total units earned for Cooperative Work Experience Education may not exceed 16 units.

**Conditions of Enrollment:**

**Prerequisite:**

**Co-requisite:**

**Recommended Preparation:**

**Enrollment Limitation:** Employment or volunteer work in a position related to the student's major or career goal by the second week of the semester. Completion of or current enrollment in one course from the major.

**Course Length:** Full Term

**Hours Lecture (per week):** 0

**Hours Laboratory (per week):** 10-20

**Outside Study Hours:\*** 0

**Total Course Hours:\*** TBA

**Course Units:\*** 2-4

**Grading Method:** Letter Grade only

**Credit Status:** Credit, degree applicable

**Transfer CSU:** Yes

**Effective Date:** Prior to July 1992

**Transfer UC:** No

**Effective Date:** Elective Credit

Credit, Degree Applicable Courses

**General Education:**  
ECC

Term:

Other:

CSU GE:

Term:

Other:

IGETC:

Term:

Other:

**II. Outcomes and Objectives**

**A. Student Learning Outcomes (SLOs)** (The course student learning outcomes are listed below.)  
***SLO revisions are completed via the SLO Change Form available on the College Curriculum Committee website.***

**Student Learning Outcomes:**

Student Learning Outcomes are based on the scope of work described in the learning objectives agreement. SLO statements and reports for this course may be obtained in the academic division office.

**B. Course Objectives** (The major learning objective for in this course are listed below.)

**Course Objectives:**

1. Analyze career opportunities in air conditioning and refrigeration and compare them to personal skills and career expectations.
2. Analyze how the process and content of air conditioning and refrigeration curriculum are relevant to the solution of practical problems on the job.
3. Compose work-based projects involving problem solving and the application of academic theory, skills and knowledge while undertaking new or expanded workplace responsibilities
4. Employ new knowledge and job skills that contribute to occupational and/or educational air conditioning and refrigeration goals.

**III. Outline of Subject Matter**

(Topics should be detailed enough to enable an instructor to determine the major areas that should be covered to ensure consistency from instructor to instructor and semester to semester.)

Example:

- I. Main Topic (3 hours, lecture)
  - A. Sub topics
  - B. Sub topics
    1. Super sub topic
    2. Super sub topic

**Major Topics:**

I. Three new or expanded on-the-job measurable learning objectives beyond those experienced in previous employment or internships. These objectives will be developed by the student, instructor, and supervisor and will serve as part of the basis for determining the student's grade.

II. Semester project that enhances on-the-job learning experiences and is related to the student's career or educational goals.

III. PAID EMPLOYMENT Hours to be Arranged, lab  
 150-224 hours (2 units)  
 225-229 hours (3 units)  
 300+ hours (4 units)

IV. VOLUNTEER WORK Hours to be Arranged, lab  
 120-179 hours (2 units)  
 180-239 hours (3 units)  
 240+ hours (4 units)

**Total Lecture Hours:** 0

**Total Laboratory Hours:** 0

**Total Hours:** TBA

**IV. Primary Method of Evaluation and Sample Assignments**

**A. Primary Method of Evaluation (choose one):**

- 1) Substantial writing assignments
- 2) Problem solving demonstrations (computational or non-computational)
- 3) Skills demonstrations

**Primary Method of Evaluation:** 2) Problem solving demonstrations (computational or non-computational)

**B. Typical Assignment Using Primary Method of Evaluation**

**Typical Assignment Using Primary Method of Evaluation:** Complete on-the-job measurable learning objectives that you have developed with your supervisor and that have been approved by the instructor. These learning objectives must include new or expanded skills or information that is directly related to your work or volunteer experience.

**C. College-level Critical Thinking Assignments**

**Critical Thinking Assignment 1:** Look at a problem you have encountered on the job, dissect it and think of possible solutions and/or improvements. Describe any potential problems or roadblocks. If you were in charge, what suggestions would you make to the person doing your job? Present your findings in a written essay. The length of this assignment will be determined by the instructor.

**Critical Thinking Assignment 2:** Analyze your interactions at work. Describe ways in which you could develop personal habits or social skills that would help you to become a more desirable employee. How could you improve your communication with co-workers that would result in increased knowledge, new ideas, more productivity, better cooperation or smoother work flow? Present your findings in a written essay. The length of this assignment will be determined by the instructor.

**D. Other Typical Assessment and Evaluation Methods**

**Examples:** Class Performance, Objective Exam, Clinical Evaluation, Oral Exams, Completion, Other Exams, Embedded Questions, Performance Exams, Essay Exams, Presentation, Fieldwork, Quizzes, Homework Problems, Reading Reports, Journal kept throughout course, Term or Other Papers, Laboratory Reports, True/False, Matching Items, Written Homework, Multiple Choice, Other (specify)

**Other Evaluation Methods:** Other (specify)

**V. Instructional Methods**

**Examples:** Lecture, Group Activities, Lab, Role play/simulation, Discussion, Guest Speakers, Multimedia presentations, Field trips, Demonstration, Other (specify)

**Instructional Methods:** Other (specify)

**If other:** Two conferences with each student and two conferences with the student's supervisor in order to determine and monitor the accomplishment of the measurable, on-the-job learning objectives.

**Note:** *In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instruction delivery shall provide access, full inclusion, and effective communication for students with disabilities.*

**VI. Work Outside of Class**

**Work Outside of Class:**\* Course is lab only - minimum required hours satisfied by scheduled lab time

**If Other:**

**VII. Texts and Materials**

**A. Up-to-date Representative Textbooks: Please use the following format(s):**

**Printed Text** - Author, Title, Edition, Publisher, Year.

**Digital Text (OER Text)** - Author (last name first). Title. Edition or Version (if beyond 1st). Publisher, Publication year or Revision date. URL. License.

**Sample:** *Dillon, Dave. Blueprint for Success in College and Career. Version 1.3. Rebus Community, 2018. press.rebus.community/blueprint2/. Licensed under CC BY 4.0.*

**If you wish to list a text that is more than 5 years old, please annotate it as a “discipline standard”.**

**\*Multiple textbooks may be listed.**

Up-To-Date  
Representative  
Textbooks:

**B. Alternative Textbooks: Please use the following format(s): if applicable**

**Printed Text** - Author, Title, Edition, Publisher, Year.

**Digital Text (OER Text)** - Author (last name first). Title. Edition or Version (if beyond 1st). Publisher, Publication year or Revision date. URL. License.

**Sample:** *Dillon, Dave. Blueprint for Success in College and Career. Version 1.3. Rebus Community, 2018. press.rebus.community/blueprint2/. Licensed under CC BY 4.0.*

**If you wish to list a text that is more than 5 years old, please annotate it as a “discipline standard”.**

**\*Multiple textbooks may be listed.**

Alternative  
Textbooks:

**C. Required Supplementary Readings**

**Required Supplementary Readings:** As assigned by individual instructors, such readings as job search and career development books, trade journals, or company publications.

**D. Other Required Materials**

**Other Required Materials:** Cooperative Work Experience Student Handbook and Working Papers, El Camino College

**VIII. Conditions of Enrollment**

**A. Requisites (Course Prerequisites and Corequisites) Skills needed without which a student would be highly unlikely to succeed.**

Requisite:

Category:

**Requisite course(s):**  
List both prerequisites and corequisites in this box.

**Requisite and Matching skill(s):** Bold the requisite skill.  
List the corresponding course objective under each skill(s).

**B. Requisite Skills: (Non-Course Prerequisite and Corequisites) Skills needed without which a student would be highly unlikely to succeed.**

**Requisite Skill:**

**Requisite Skill and Matching Skill(s):** Bold the requisite skill(s). If applicable

**C. Recommended Preparations (Course) (Skills with which a student's ability to succeed will be strongly enhanced.)**

**Requisite course:**

**Requisite and Matching skill(s):** Bold the requisite skill.  
List the corresponding course objective under each skill(s).

**D. Recommended Preparation (Non-Course) (Skills with which a student's ability to succeed will be strongly enhanced.)**

**Requisite Skill:**

**Requisite Skill and Matching skill(s):** Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable

**E. Enrollment Limitations**

**Enrollment Limitations and Category:**

Employment or volunteer work in a position related to the student's major or career goal by the second week of the semester. Completion of or current enrollment in one course from the major.

Cooperative Work Experience Education (CWEE) requirements per Title 5 regulations, Section

55252.1

**Enrollment  
Limitations Impact:** Elective Credit

Credit, Degree Applicable Courses

**Course Created by:** Don Brown

**Date:** 09/01/1989

**Original Board  
Approval Date:**

**Last Reviewed and/or  
Revised by:** Curriculum Chair

**Date:** 09/01/2021

**Last Board Approval  
Date:** 10/18/2021 effective FA 2022