



El Camino College

COURSE OUTLINE OF RECORD - Official

I. GENERAL COURSE INFORMATION

Subject and Number: Administration of Justice 95
Descriptive Title: Cooperative Work Experience Education

Course Disciplines: Administration of Justice

Division: Industry and Technology

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 Administration of Justice 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: 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.

Other (please specify)

Course Length: Full Term Other (Specify number of weeks):
Hours Lecture: 0 hours per week TBA
Hours Laboratory: 10.00 - 20.00 hours per week TBA
Course Units: Min: 2.00 Max: 4.00

Grading Method: Letter
Credit Status: Associate Degree Credit

Transfer CSU: Effective Date: Prior to July 1992
Transfer UC: No

General Education:

El Camino College: _____
CSU GE: _____

II. OUTCOMES AND OBJECTIVES

A. COURSE STUDENT LEARNING OUTCOMES (The course student learning outcomes are listed below, along with a representative assessment method for each. Student learning outcomes are not subject to review, revision or approval by the College Curriculum Committee)

1. 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.

The above SLOs were the most recent available SLOs at the time of course review. For the most current SLO statements, visit the El Camino College SLO webpage at <http://www.elcamino.edu/academics/slo/>.

B. Course Student Learning Objectives (The major learning objective for students enrolled in this course are listed below, along with a representative assessment method for each)

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

III. OUTLINE OF SUBJECT MATTER (Topics are detailed enough to enable a qualified instructor to determine the major areas that should be covered as well as ensure consistency from instructor to instructor and semester to semester.)

Lecture or Lab	Approximate Hours	Topic Number	Major Topic
Lab	0	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.
Lab	0	II	Semester project that enhances on-the-job learning experiences and is related to the student's career or educational goals.
Lab	0	III	TO BE ARRANGED HOURS PAID EMPLOYMENT 150-224 hours (2 units)

			225-229 hours (3 units) 300+ hours (4 units)
Lab	0	IV	TO BE ARRANGED HOURS VOLUNTEER WORK 120-179 hours (2 units) 180-239 hours (3 units) 240+ hours (4 units)
Total Lecture Hours	0		
Total Laboratory Hours	0		
Total Hours	0		

IV. PRIMARY METHOD OF EVALUATION AND SAMPLE ASSIGNMENTS

A. PRIMARY METHOD OF EVALUATION:

Problem solving demonstrations (computational or non-computational)

B. 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:

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.
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:

Field work

Other (specify):

Written reports describing, discussing, and analyzing the workplace objectives and assessing the results.

- A. Completion of on-the job learning objectives
- B. Supervisor evaluation of identified objectives

V. INSTRUCTIONAL METHODS

Other (please specify)

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

Problem solving activities

Written work

Journal

Course is lab only - minimum required hours satisfied by scheduled lab time and estimated student hours outside of class per week is zero.

Estimated Independent Study Hours per Week:

VII. TEXTS AND MATERIALS

A. UP-TO-DATE REPRESENTATIVE TEXTBOOKS

B. ALTERNATIVE TEXTBOOKS

C. 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

Cooperative Work Experience Student Handbook and Working Papers, El Camino College, 2008.

VIII. CONDITIONS OF ENROLLMENT

A. Requisites (Course and Non-Course Prerequisites and Corequisites)

Requisites	Category and Justification
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B. Requisite Skills

Requisite Skills

C. Recommended Preparations (Course and Non-Course)

Recommended Preparation	Category and Justification
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D. Recommended Skills

Recommended Skills

E. Enrollment Limitations

Enrollment Limitations and Category	Enrollment Limitations Impact
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, § 55252. 1	

Course created by Don Brown on 09/01/1989.

BOARD APPROVAL DATE:

LAST BOARD APPROVAL DATE: 03/21/2016

Last Reviewed and/or Revised by Vivian Nemie on 11/05/2015