

San Diego Mesa College
WORK 270 - Occupational Work Experience Course Syllabus
1 Unit (Class # XXXXX)- DATE -DATE- Hours: **60 Unpaid | 75 Paid**

GETTING READY FOR THE GLOBAL WORKFORCE!

Semester YEAR

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Office: BT- 104

Course Syllabus

Below is a copy of the syllabus for this course. Make sure you review it in detail, as this syllabus will be the foundation for this course and should be referred to on an ongoing basis.

Refer to the Course Summary down below. It outlines the complete schedule for what is due during the duration of this course. Refer to this section weekly to ensure that you are aware of what is due each week.

Instructor Communication Policy

I will respond to any inquiries within one business day. Any inquiries sent over the weekend or on a holiday will be resolved on the following business day.

If you have a specific Canvas issue that requires immediate attention, please contact the Canvas 24/7 support line at 1-844-600-4953.

Contact information:

✉ Email me @ pconsuegra@sdccd.edu

☎ Google Voice (text): (619) 800-8018 (M-F, 8:00AM-6:00PM)

📅 Office hours: To schedule an appointment, please email me at pconsuegra@sdccd.edu

Mesa College Coronavirus Updates

San Diego Mesa College is committed to supporting the health and wellbeing of our community, especially during the public health situation related to a novel strain of coronavirus (COVID-19). If students, faculty or staff suspect that they are ill, notify your professor or supervisor. To learn more, visit [Mesa College Coronavirus Updates](#).

Important Reminder

Student must have a paid/non-paid job or internship that will generate enough work hours over the semester to satisfy the 1, 2, and 3 unit(s) requirement.

Course Description

OLD:

~~A program of on-the-job learning experiences designed to assist the student in developing occupational effectiveness. Employment **need not be related** to vocational or occupational major. This course may be taken for a maximum of six units. However, the combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. AA/AS; CSU~~

NEW:

This course provides on-the-job learning experiences for students employed in a job or internship related to an occupational major, using a comparative approach. Students develop global workplace competencies, critical thinking skills, and problem solving abilities through the creation and achievement of job-related behavioral learning objectives. This course may be taken for a maximum of six units. However, the combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. AA/AS; CSU

Course Learning Outcomes (CLOs):

Note: At San Diego Mesa College, the cycles for course learning outcomes (CLOs) assessment happens once every 6-years. We just got the new CLOs approved on March 2022, but we will try to internationalize them before 2028.

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

1. Develop, demonstrate, and articulate professional skills, behaviors, and workplace competencies necessary for successful industry employment through on-the-job industry experiences.
2. Identify, write, and work towards completing Specific, Measurable, Achievable, Relevant and Time-based (SMART) workplace or career goals for professional growth in your industry.
3. Explore and pursue career pathways, industry expectations, professional competencies, and workforce preparation strategies through research resources, on-the-job experiences, or professional development activities.
4. Demonstrate ability to effectively communicate, meet, and consult with the appropriate contact (e.g. instructor-coordinator, supervisor, etc.) for all job-related expectations, issues, and workplace paperwork by appropriate deadlines.

Required Text

- [Cooperative Work Experience Education Student Manual](http://www.sdmesa.edu/work-exp) San Diego Community College District (download from <http://www.sdmesa.edu/work-exp>).

- [Keenan Sexual Harassment Training](#)

Attendance

1. You must attend your instructor's orientation. Non-compliance results in **Withdrawal** from the class.
2. You may record work hours from **Date to Date**.
3. Complete all requirements outlined in the Student Timeline for Semester YEAR.
4. If you need accommodations for pregnancy, a doctor's note must be provided to your instructor.

Behavior Requirements

Students will conduct themselves in a professional manner at all times. Refer to the [Work Experience Student Manual](#) and the San Diego Mesa College catalogue section on student's rights and responsibilities Policy 3100.

Accommodation of Disability

Students with disabilities who may need academic/access accommodations should notify the instructor during the first two weeks of a regular semester. Students must provide verification of need, either from DSPS or an outside source.

Drop Policy

1. Student can be dropped for any of the following:
 - Student fails to attend orientation.
 - Student's work-learning site does not meet Title 5 guidelines and/or site supervisor/mentor is not willing to participate in activities outlined in the course syllabus.
 - Student changes jobs more than one (1) time during the semester OR is no longer interning or employed.
 - Student is not generating enough work hours to satisfy the 1, 2, 3 or 4 unit requirements.
 - Student fails at any time to submit the required online completed documents, signed and dated.
 - Student fails to complete one or both Career /Work Project and/or Mid-Semester Progress Report.

Important Deadlines

- **Drop Deadline:** DATE - Deadline to drop class with no "W" recorded".
- **Withdrawal Deadline:** DATE - Deadline to drop and receive a "W". After this date, a student must receive a grade for the class.

*Student will receive an "F" grade after this date if the course had not been officially dropped prior to when a student does not meet the stated **Drop Policy** above. **Student (not the instructor) is responsible for officially dropping the course.***

Professional Conduct

Both in the readings and in discussions, you will likely encounter ideas and values that differ from your own. These are good opportunities to learn more about different perspectives and where they intersect with your own. You are encouraged to contribute your ideas about our readings freely, but please remember to show respect for the works as well as your classmates. Anyone who violates this conduct policy may be locked out of the discussion board for the week and/or face student misconduct charges.

As this is an academic environment, please note that all written communication should use standard English. While abbreviations, slang, and other shortcuts are common in texting and tweeting, they are not clear communication for everyone and thus are inappropriate for the classroom. Also, don't forget to spell-check and proofread before emailing and posting!

Academic Integrity

By enrolling in an online course, you agree that you are the person accessing and completing the work for this course and will not share your MySDCCD username and password with others.

Any academic dishonesty such as plagiarism or cheating will result in severe penalties. Plagiarism is the act of using another person's words or ideas as if they were your own. Sources of quotations, paraphrases, and summaries must be properly documented according to APA format. This applies to all writing, including discussions.

Plagiarism is considered academic theft because it is stealing someone else's words or ideas. Plagiarized work will automatically receive a failing grade, and the plagiarizer is also very likely to receive a failing grade for the course and/or face misconduct charges. For more information, please see [San Diego Mesa College Honest Academic Conduct Manual](#).

Evaluation and Grading Policy/Rubric

Note:** There are no "incompletes" issued in Wk. Exp. Final grade will be affected by the Drop Policy stated on page 2 as well as the failure to complete any of the following assignments & course responsibilities stated below on the course-grading rubric. **Late assignments, without written prior approval, earn zero points.

Grading Scale: 100-90 pts. = A 89-80 pts. = B 79-70 pts. = C 69-60 pts. = D 59 pts. and below = F

WORK 270

Table of Content- Semester YEAR

Please Start Here: Orientation

- 0.1 Welcome to Work Experience (WORK 270) Orientation! (READ & WATCH)
- 0.2 Meet your Instructor: Dr. Pavel Consuegra (READ)
- 0.3 Orientation Day (GRADED ASSIGNMENT)
- 0.4 Your journey to San Diego Mesa College! (NON-GRADED ASSIGNMENT)
- 0.5 Don't Forget! (READ)

Unit 1: First Site Visit

- 1.1 Unit 1 Overview (READ)
- 1.2 Scheduling and Coordination of FIRST Site Visit (GRADED ASSIGNMENT)
- 1.3 How to Write your Learning Objectives (READ)
- 1.4 Writing your Learning Objectives (GRADED ASSIGNMENT)
- 1.5 Day of First Site Visit (GRADED ASSIGNMENT)
- 1.6 First Site Visit Summary (READ)

Unit 2: Professional Growth

- 2.1 Unit 2 Overview (READ)
- 2.2 Power Skills Activity (GRADED ASSIGNMENT)
- 2.3 Portfolium Activity (GRADED ASSIGNMENT)
- 2.4 Resume Activity (GRADED ASSIGNMENT)
- 2.5 Professional Growth Summary (READ)

Unit 3: Second Site Visit

- 3.1 Unit 3 Overview (READ)
- 3.2 Scheduling and Coordination of SECOND Site Visit (GRADED ASSIGNMENT)
- 3.3 Day of Second Site Visit (GRADED ASSIGNMENT)
- 3.4 Second Site Visit Summary (READ)

Unit 4: Final Project!

- 4.1 Video Testimony (GRADED ASSIGNMENT)
- 4.2 THANK YOU! | Course Evaluation (SURVEY)

💡 Work Experience Resources:

- [SDCCD Work Experience Website](#)
- [Mesa College Work Experience Website](#)
- [SDCCD Work Experience Faculty/Staff Handbook](#)
- [SDCCD Work Experience Student Handbook](#)

WORK 270 Activities

Please Start Here: Orientation

0.4 Your journey to San Diego Mesa College! (NON-GRADED ASSIGNMENT) Icebreaker activity

Diversity and Cultural competency are among the most important 21st Century Skills sought by employers. Cultural diversity in the workplace provides strength. It also challenges individuals to respond to their diverse work environment effectively. Valuing individual and group cultural differences is critical to achieving the organizational goals.

With this activity, you are invited to share your journey to Mesa. Where did it start? What were some of the "un-walked" roads that you had to take?

Instructions

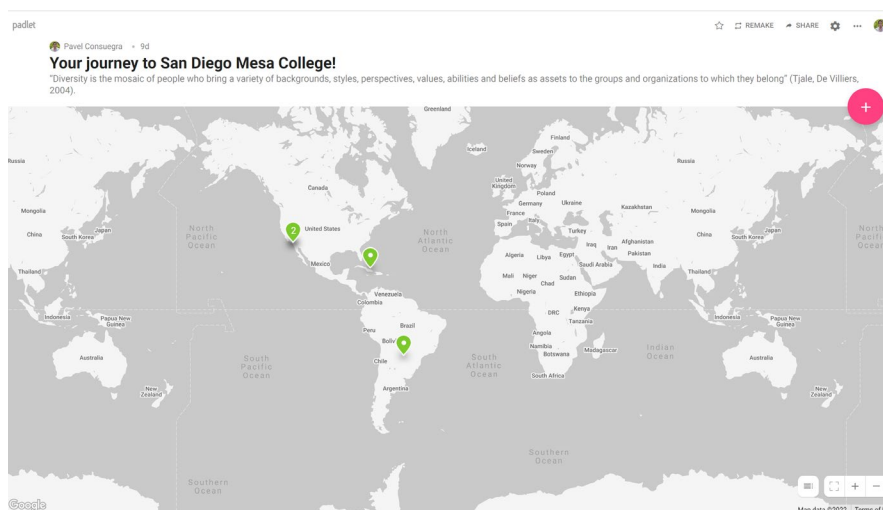
In the map below, click on the "plus" sign to add your own post(s). You may select a specific region, country, and add few sentences about "why" you are selecting it as part of your own journey.

You may see my post examples in "green" . Because I added 5 of those, I labeled them 1-5; 2-5; 3-5; 4-5; 5-5. You may do the same, plus adding your favorite color.

Share your story! We will love to learn from you!

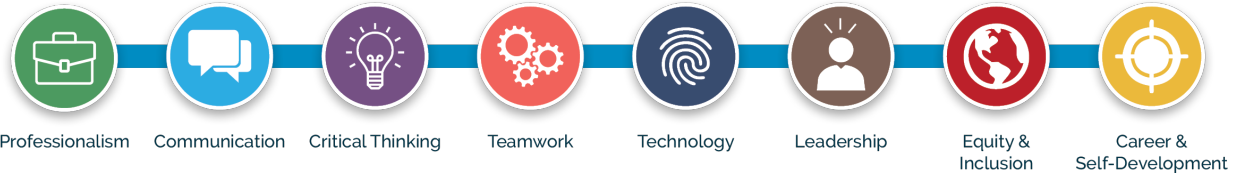
Criteria

This assignment does not count towards your Work-Experience (WORK 270) course points, but it is a nice way of learning more about each other.



Unit 2: Professional Growth

2.2 Power Skills Activity (GRADED ASSIGNMENT)



The **Career Ready Guide** is a free online course designed by [Careerspot.com](https://www.careerspot.com) [Links to an external site.](#), to help students understand, assess and develop "Power Skills" (21st century skills) that companies seek when hiring today's professionals!

The objective of this activity is to help you prepare and feel more confident when responding interview questions about interpersonal skills.

For Example:

"Tell me about a time you demonstrated (ANY 21st Century) skills from a global perspective?"

Tired of writing "essays"? Don't worry! You will record this experience in a short video using Canvas Studio (or another program/ cell phone, Zoom, Skype, YouTube, etc.)

Instructions

- Visit the [Career Ready Guide webpage \(Links to an external site\)](#) and create a free account with the **NEW access code for SPRING 2022**.
- Complete **ONE** self-paced career chapter/tutorial through the [Career Ready Guide \(Links to an external site.\)](#):
 - **Note:** You are more than welcome to complete all eight chapters of the guide **OR** choose chapter(s) based on specific professional skills you would like to develop. For this assignment, only **ONE** chapter is required.
- Create a 3-5 minute video reflecting on your experience and skills gained from this activity by answering the following questions:
 - What Career Ready Guide chapter/tutorial(s) did you choose to watch?
 - What career readiness skills and/or information was most helpful to you in this chapter/tutorial? Why these are important when working with diverse cultures?
 - What specific ways can you continue to develop or practice the career readiness skills in this chapter/tutorial, taking into consideration a global perspective?
 - What questions challenges or barriers have you experienced or think may affect this area of career readiness for you? How would you modify them when working for an international company?

Note: You will NOT be graded on the quality of the video so do not spend time editing.

Ready to submit your assignment?




Copy the URL (web address) of your video from your browser, and paste it into the submission box. You may also embed the video in the body of the assignment.

Resources

- [Canvas Studio Guides \(Links to an external site.\)](#)
- [GC Canvas Resources - Studio Information and tutorialsLinks to an external site.](#)

Grading Rubric

Click on the **Options icon (three vertical dots)** located in the top right-hand corner and then click on **"Show Rubric"** to view the grading requirements for this discussion.

Power Skills Activity   			
Criteria	Ratings		Pts
Power Skills Activity	10 pts Meets Expectations Student completed ONE self-paced career chapter/tutorial through the Career Ready Guide AND submitted a video reflecting on the gained experience and skills from this activity by answering the indicated questions.	0 pts Unsatisfactory Student did not complete the self-paced career chapter/tutorial through the Career Ready Guide AND/OR did not submit a video reflecting on the gained experience and skills from this activity by answering the indicated questions.	10 pts
			Total Points: 10