



El Camino College
COURSE OUTLINE OF RECORD – Official

Subject:	HDEV
Course Number:	595
Descriptive Title:	Introduction to Work Experience
Division:	Behavioral and Social Sciences
Department:	Psychology and Human Development
Course Disciplines:	Counseling, Education, Psychology
Catalog Description:	This noncredit, open entry/open exit work experience course is designed to prepare working students for their future careers by integrating academic and on-the-job learning experiences. Experience supports students' educational and occupational goals, including developing career awareness, learning the elements of workplace culture, and developing professional networks in career fields. In collaboration with the instructor, each student will select learning outcomes to facilitate the successful development of job-specific skills, enhance workplace soft skills, and strengthen career development. Students must be employed (either in a paid or volunteer capacity) to enroll in this course. The work experience need not be related to the students' educational or career goals.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	Students must be employed (either in a paid or volunteer capacity) to enroll in this course. The work experience need not be related to the students' educational or career goals.
Hours Lecture (per week):	0
Hours Laboratory (per week):	48-160
Outside Study Hours:	0
Total Course Hours:	48-160
Course Units:	0
Grading Method:	Pass/No Pass/SP
Credit Status:	Noncredit
Transfer CSU:	No
Effective Date:	
Transfer UC:	No
Effective Date:	
General Education ECC:	
Term:	
Other:	
CSU GE:	
Term:	

Other:	
IGETC:	
Term:	
Other:	
Cal-GETC:	
Term:	
Other:	
Student Learning Outcomes:	Upon successful completion of the course, students will have achieved the following Student Learning Objectives: SLO #1 Learning Goals for Work Experience Students will identify the elements of an effective plan for achieving personally meaningful goals through structured work experience. SLO #2 Soft Skills in the Workplace Students will describe soft skills that are relevant to achieving learning goals in the workplace. SLO #3 Career Awareness Students will identify components of career awareness as they relate to work experience.
Course Objectives:	1. Understand relevance of strengths, skills, interests, and values for work and career planning. 2. Set personally meaningful goals for learning in the workplace. 3. Identify essential job-specific and soft skills for achieving learning goals through work experience. 4. Use self-reflection to assess and evaluate workplace experiences and the achievement of learning goals. 5. Examine common aspects of culture in professional settings. 6. Identify strategies to develop professional networks. 7. Describe how work experience relates to career development and planning.
Major Topics:	1. Course Introduction A. Orientation to work experience B. Course learning objectives and requirements C. Resources to support student success 2. Learning in the Workplace A. Elements of successful goal-setting for professional settings B. Analysis of workplace experiences C. Assessment of progress toward learning goals 3. Success in Professional Settings A. Job-specific skills associated with workplace success B. Soft skills associated with professional success 4. Career Development A. Career planning and decision-making B. Career development resources C. Influence of skills, values, interests, and/or personality traits related to career development D. Mentoring and Networking 5. Workplace Culture and Customs A. Values and norms B. Language and communication 6. Future Educational and Career Success
Total Lecture Hours:	0

Total Laboratory Hours:	48-160
Total Hours:	48-160
A.1. Primary Methods of Evaluation (Part 1 - CCN courses only):	
Primary Method of Evaluation:	1) Substantial writing assignments
Typical Assignment Using Primary Method of Evaluation:	Student Work Experience Plan: Create a one- to two-page plan outlining your learning goals for work experience. Your plan should include the following: 1. A self-assessment of your strengths, skills, interests, and values. 2. At least three personally meaningful workplace learning goals that apply the principles for professional goal-setting. 3. Job-specific skills and soft skills needed to achieve your workplace learning goals. 4. A timeline and strategies for monitoring your progress.
Critical Thinking Assignment 1:	Workplace Reflection Journal: Maintain a weekly journal (minimum 6 entries) reflecting on your workplace experiences. Each entry should address: 1. A description of one workplace situation or task encountered that week. 2. Analysis of how soft skills (such as teamwork, communication, or problem-solving) were applied or needed. 3. Self-reflection on progress toward learning goals. 4. Consideration of workplace culture or norms observed during the experience.
Critical Thinking Assignment 2:	Work Experience Presentation: Record a 5–7 minute informal presentation summarizing your work experience and career insights. The presentation should include: 1. An overview of your workplace learning goals and outcomes. 2. Job-specific and soft skills developed during the experience. 3. Insights related to career options, networking opportunities, and workplace culture. 4. A reflection on how your work experience supports and informs your future educational and career pathways.
Other Evaluation Methods:	Essay Exams, Journal kept throughout course, Objective Exam, Presentation, Quizzes
If Other:	
Instructional Methods:	Lab, Other (specify)
If other:	Other forms of instruction may include one-on-one meetings with students; assigned readings; online resources, individualized job-specific materials provided by work experience supervisor.
Work Outside of Class:	Course is lab only - minimum required hours satisfied by scheduled lab time
If Other:	
Up-To-Date Representative Texts:	Strawser, Michael; Smith, Stephanie; Pieper Coffey, Lauren. The Internship Handbook. Cognella Academic Publishing, 2024. Droz, Ashley. The Internship Palybook: How to Stand Out, Gain Experience, and Get Ahead with Work-Based Learning. Kendall Hunt, 2025.
Alternative Texts:	
Required Supplementary Readings:	
Other Required Materials:	Work experience orientation materials. Posted articles.

	Soft skills curriculum.
Requisite	
Category	
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching skill(s): Bold the requisite skill(s). if applicable	
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
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Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). if applicable	
Enrollment Limitations and Category:	Students must be employed (either in a paid or volunteer capacity) to enroll in this course. The work experience need not be related to the students' educational or career goals.
Enrollment Limitations Impact:	Limitations will ensure students are eligible to enroll in this work experience course. Students have access to resources in Academic Affairs and Student Services if they need assistance locating a paid or unpaid employment opportunity.
Course Created by:	Kristie Daniel-DiGregorio and Juli Soden
Date:	08/25/2025
Original Board Approval Date:	04/16/2026
Effective Term:	SU 2026