

## LANEY COLLEGE COURSE OUTLINE

<b>COLLEGE:</b>		<b>STATE APPROVAL DATE:</b>	05/11/2018
<b>ORIGINATOR:</b>	Sydney Thomas	<b>STATE CONTROL NUMBER:</b>	CCC00059 3388
		<b>BOARD OF TRUSTEES APPROVAL DATE:</b>	05/08/2018
		<b>CURRICULUM COMMITTEE APPROVAL DATE:</b>	03/16/2018
		<b>CURRENT EFFECTIVE DATE:</b>	08/01/2018

### DIVISION/DEPARTMENT:

#### 1. REQUESTED CREDIT CLASSIFICATION:

Credit - Degree Applicable  
Course is not a basic skills course.  
Stand-alone

#### 2. DEPT/COURSE NO:

COSM 458A

#### 3. COURSE TITLE:

Occupational Work Experience in Cosmetology

#### 4. COURSE: Laney New Course

**TOP NO.** 3007.00\*

#### 5. UNITS: 1.000 - 4.000

**HRS/WK LEC:**

**HRS/WK LAB:** 3.43 - 17.15 Total: 60.03 - 300.13

**HRS/WK TBA:**

#### 6. NO. OF TIMES OFFERED AS SELETED TOPIC:      AVERAGE ENROLLMENT:

#### 7. JUSTIFICATION FOR COURSE:

Provides an opportunity as outlined in Title 5, section 55252 for working students to earn academic credit for employment relating to their educational or career goals. Each will complete Learning Objective form specific to their employment (sample attached to outline).

#### 8. COURSE/CATALOG DESCRIPTION

Supervised employment providing opportunities in cosmetology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

#### 9. OTHER CATALOG INFORMATION

- a. Modular: No    If yes, how many modules:
- b. Open entry/open exit: No
- c. Grading Policy: Letter Grade Only
- d. Eligible for credit by Exam: No
- e. Repeatable according to state guidelines: Yes
- f. Required for degree/certificate (specify):
- g. Meets GE/Transfer requirements (specify):  
    Acceptable for credit: CSU
- h. C-ID Number: Expiration Date:

i. Are there prerequisites/corequisites/recommended preparation for this course? No

#### 10. LIST STUDENT PERFORMANCE OBJECTIVES (EXIT SKILLS): (Objectives must define the exit skills required of students and include criteria identified in Items 12, 14, and 15 - critical thinking, essay writing, problem solving, written/verbal communications, computational skills, working with others, workplace needs, SCANS competencies, all aspects of the industry, etc.)(See SCANS/All Aspects of Industry Worksheet.)

Students will be able to:

1. Meet with supervisor and Faculty member to write and or choice job related, measurable learning objectives (at least three)
2. Demonstrate interpersonal communication skills on the job with co-workers and supervisors and in class with fellow cohort members
3. Schedule meetings with the COPED instructor and supervisor to manage and improve progress on learning objectives
4. Identify and practice the elements that define professionalism on the job
5. Create and maintain a job journal to document experiences and growth on the job
6. Prepare a resume
7. Create possible interview questions and appropriate responses

**11A. COURSE CONTENT:** List major topics to be covered. This section must be more than listing chapter headings from a textbook. Outline the course content, including essential topics, major subdivisions, and supporting details. It should include enough information so that a faculty member from any institution will have a clear understanding of the material taught in the course and the approximate length of time devoted to each. There should be congruence among the catalog description, lecture and/or lab content, student performance objectives, and the student learning outcomes. List percent of time spent on each topic; ensure percentages total 100%.

**LECTURE CONTENT:**

na

**11B. LAB CONTENT:**

Course Introduction/General Orientation 5%

CWEE program eligibility, including computation of units earned  
 Paperwork requirements  
 Class schedule and course expectations  
 Elements of learning objectives: specific, measurable, achievable, realistic, challenging, and short term  
 Elements of job descriptions

Career planning and development 5%

Job search techniques, resume development, interviewing skills

Professionalism on the Job 10%

Examination of desirable work habits and attitudes  
 Punctuality, personal appearance, direction taking, task completion  
 Workplace diplomacy and human relations  
 Communication skills, oral and written

Time Management 10%

Organizational skills  
 Prioritization skills  
 Stress management

Negotiation of Cooperative Work Experience Education Learning Objectives and Job Description with supervisor 5%

Job skill development and mastery of learning objectives specific to student's job 65%

**12. METHODS OF INSTRUCTION** (List methods used to present course content.)

1. Activity
2. Lab
3. Observation and Demonstration
4. Discussion
5. Critique
6. Projects
7. Field Trips
8. Individualized Instruction
9. Work Experience

Other Methods:

volunteer in lab or classroom Conferences with student, instructor, and/or work site supervisor. On the job instruction by work site supervisor. Application and repetition of skills specific to individual employment.

- 13. ASSIGNMENTS:** (List all assignments, including library assignments. Requires two (2) hours of independent work outside of class for each unit/weekly lecture hour. Outside assignments are not required for lab-only courses, although they can be given.)  
Out-of-class Assignments:

ASSIGNMENTS ARE: (See definition of college level):  
Primarily College Level

- 14. STUDENT ASSESSMENT:** (Grades are based on):  
ESSAY (Includes "blue book" exams and any written assignment of sufficient length and complexity to require students to select and organize ideas, to explain and support the ideas, and to demonstrate critical thinking skills.)  
NON-COMPUTATIONAL PROBLEM SOLVING (Critical thinking should be demonstrated by solving unfamiliar problems via various strategies.)  
COMPUTATION SKILLS  
SKILL DEMONSTRATION  
MULTIPLE CHOICE  
OTHER (Describe):  
Projects, portfolios, •completed CWEE program application, including Learning Objective Agreement and Job Description •quality and timeliness of submission of required paperwork, including assigned writing projects •work site supervisors' evaluation of progress toward meeting the stated learning objectives and job performance •ongoing communication with instructor, including class attendance and participation

**15. TEXTS, READINGS, AND MATERIALS**

A. Textbooks:

\*Date is required: Transfer institutions require current publication date(s) within 5 years of outline addition/update.

B. Additional Resources:

Library/LRC Materials and Services:

The instructor, in consultation with a librarian, has reviewed the materials and services of the College Library/LRC in the subject areas related to the proposed new course

Are print materials adequate? Yes

Are nonprint materials adequate? Yes

Are electronic/online resources available? Yes

Are services adequate? Yes

Specific materials and/or services needed have been identified and discussed. Librarian comments:  
Please provide a list of recent, recommended supplementary (non-textbook) titles to the acquisitions librarian.

C. Readings listed in A and B above are: (See definition of college level):

Primarily college level

**16. DESIGNATE OCCUPATIONAL CODE:**

C - Occupational

**17. LEVEL BELOW TRANSFER:**

Y = Not Applicable

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**SUPPLEMENTAL PAGE**

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Use only if additional space is needed. (Type the item number which is to be continued, followed by "continued."  
Show the page number in the blank at the bottom of the page. If the item being continued is on page 2 of the

outline, the first supplemental page will be "2a." If additional supplemental pages are required for page 2, they are to be numbered as 2b, 2c, etc.)

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## STUDENT LEARNING OUTCOMES

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1. **Outcome:** Completes learning objectives as agreed upon by student, supervisor, and faculty at the beginning of the semester.

*This outcome maps to the following Institution Outcomes:*

- Personal and Professional Development - Students will develop their knowledge, skills and abilities for personal and/or professional growth, health and well being.

**Assessment:** Instructor and supervisor evaluations

2. **Outcome:** Demonstrates professional behavior and interpersonal communication skills on the job and in the classroom

*This outcome maps to the following Institution Outcomes:*

- Communication - Students will effectively express and exchange ideas through various modes of communication.
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**Assessment:** Student is observed and evaluated by supervisor in ongoing process. Supervisor uses a rubric to evaluate.

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