

# WORK EXPERIENCE AND INTERNSHIP

The Moorpark College Career Transfer Center coordinates the Work Experience/Internship Program, offering students the opportunity to receive credit for on-the-job learning: internships in each discipline (M80). These opportunities are provided in compliance with Title V Cooperative Work Experience Education regulations to ensure an effective learning experience for the students involved. The Career Transfer Center helps connect students to work experience opportunities made available through local business and industry. Contact the Career Transfer Center with any questions or to apply: (805) 378-1536.

## Basic Definitions and Guidelines

Occupational Work Experience connects actual classroom learning to targeted work experience opportunities in a field related to a student's stated educational major or career goal. Typically, students would sign-up for an internship in a discipline (M80) to receive credit for this occupational work experience. These internships are closely related to the completion of department-specified course work and are advised by a faculty member in the discipline. Students can earn up to a total of 16 units, with a 4-unit maximum per semester.

## Requirements

The type of on-the-job learning being pursued determines how many total units can be earned in any given semester. Students must complete 60 hours of unpaid work or 75 hours of paid work for every unit earned. Students are matched to appropriate internships and faculty advisors through the Career Transfer Center. In total, students can earn up to a total of 16 units, with a 4-unit maximum per semester.

## Support Courses

The primary goal of the Work Experience/Internship Program is to maximize on-the-job learning for participating students. However, to truly be effective in a chosen field, students also need to develop techniques and skills that will help them search for jobs most effectively and to get the jobs they seek. To address these ongoing needs, several short, half-unit courses have been developed focusing on job and career readiness and strategies for career success once the job is obtained.

## Work Experiences Courses

### WEXP M31 Job & Career Readiness 0.5 Units

*In-Class Hours:* 8.75 lecture

Provides an understanding of how to prepare for employment in order to achieve job or career goals. Includes examination of soft skills employers want and assessment of individual strengths. Discusses handling the job search process effectively in terms of motivation and stress management. Teaches how to develop a Personal Action Plan - a personalized, step-by-step strategy to move forward in job search or career development.

**Grade Modes:** Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading

**Degree Applicability:** Applies to Associate Degree

**AA/AS GE:** None

**Transfer Credit:** CSU

**UC Credit Limitations:** None

**CSU GE-Breadth:** None

**IGETC:** None

### WEXP M36 Strategies for Career Success 0.5 Units

*Formerly:* WEXP M15

*In-Class Hours:* 8.75 lecture

Provides information on how to prepare for and achieve employment success. Discusses the importance of understanding workplace culture and expectations, understanding and practicing workplace ethics, responding well to critical feedback, managing stress and conflict, and working within a team environment.

**Grade Modes:** Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading

**Degree Applicability:** Applies to Associate Degree

**AA/AS GE:** None

**Transfer Credit:** CSU

**UC Credit Limitations:** None

**CSU GE-Breadth:** None

**IGETC:** None

### WEXP M80 Internship 1-4 Units

*In-Class Hours:* 75-300 paid cooperative

*Prerequisites:* Completion or concurrent enrollment in one course in the discipline

To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience (including Internships in Discipline M80, WEXP M10, and WEXP M20). To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience (including Internships in Discipline M80, WEXP M10, and WEXP M20). May be taken for a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU.

**Grade Modes:** Pass/No Pass Grading

**Repeatable for Credit:** Course may be taken up to 3 times for credit.

**Degree Applicability:** Applies to Associate Degree

**AA/AS GE:** None

**Transfer Credit:** CSU

**UC Credit Limitations:** None

**CSU GE-Breadth:** None

**IGETC:** None

## NONCREDIT Work Experiences Courses

### WEXP M901 Strategic Job Search 0 Units

Assists students to develop and implement a strategic career and job search plan. Presents sources of occupational information and shows students how to utilize this information in the career planning and job search process.

**Grade Modes:** Pass/No Pass Grading

**Repeatable for Credit:** Unlimited.

**Degree Applicability:** Noncredit course; not applicable for degree credit

**AA/AS GE:** None

**Transfer Credit:** None

**WEXP M902 LinkedIn for Business 0 Units**

Introduces the world's most popular business-oriented social media networking platform. Focuses on how to use LinkedIn to develop business through relationship marketing. Shows how to optimize a company profile, develop content that engages a target audience, build a professional brand, market a company, showcase credentials, obtain business advice, reconnect with former colleagues and connect with businesses around the globe.

**Grade Modes:** Pass/No Pass Grading

**Repeatable for Credit:** Unlimited.

**Degree Applicability:** Noncredit course; not applicable for degree credit

**AA/AS GE:** None

**Transfer Credit:** None

## Dean

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