

ITRN A099N: INTERNSHIP - WORK EXPERIENCE – NONCREDIT

Item	Value
Eff Term	Fall 2026
Curriculum Committee Approval Date	11/12/2025
Top Code	493200 - Work Experience (CTE)
Units	0 Total Units (; Lab/Other Units 18-162)
Hours	18-162 Total Hours
Total Outside of Class Hours	0
Total Student Learning Hours	18-162
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	Yes
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This noncredit internship course provides students with supervised internship or work experience opportunities in alignment with their major area of study or chosen career path. Students will engage in on-the-job learning that supports both their occupational and educational goals while developing professional soft skills and technical skills relevant to the workplace. Internships may be paid or unpaid; work experience positions must be paid. This course offers a structured framework for students across disciplines to gain hands-on experience, apply classroom knowledge in real-world settings, and strengthen connections with industry partners. Advisory Statement: This course is intended for students who have successfully completed or are co-enrolled in a noncredit certificate program that require or offer an optional internship and/or work experience. Transfer Credit: Not Transferable.

Course Level Student Learning Outcome(s)

1. Identify two student learning objectives related to internship or work site, responsibilities, and overall student and employer needs.
2. Develop workplace readiness skills in the areas of attendance, time management, proper workplace attire, interpersonal skills (communication and customer service), positive attitude, and teamwork.
3. Demonstrate competent and appropriate completion of each learning objective, showing increased performance, improved efficiency, and enhanced skills in the workplace.
4. Examine and summarize overall internship or work experience, which may include: achievement of learning objectives, acquisition of skills and knowledge, development of work-based projects, clarification of career goals, and/or overall career growth

Course Objectives

- 1. Identify goals.
- 2. Successfully conduct a job (internship) search.

- 3. Develop confidence and self-assurance to complete the interview process.
- 4. Follow employment policies.
- 5. Build self-identity and confidence as a worker.
- 6. Observe the dynamics of human relations in the work environment.
- 7. Apply skills learned in the classroom to actual working conditions.
- 8. Evaluate self-achievements and accomplishments.

Method(s) of Instruction

- Enhanced NC Lab (NC2)

Instructional Techniques

Students will receive one-on-one consultation to discuss their learning outcomes and internship or work experience, occupational and/or educational goals and overall career growth. The internship or work site supervisor will process and provide goal achievement input and evaluation of student learning outcomes. The instructor/coordinator will provide goal achievement guidance, assessment, and evaluation.

Reading Assignments

N/A

Writing Assignments

Title 5 Cooperative Work Experience guidelines require students to: Maintain record or journal of internship or work experience and documentation of hours. Write an evaluation of internship or work experience. Proficiency will be demonstrated by achieving competency per individual agreement as determined by evaluation process.

Out-of-class Assignments

N/A

Methods of Student Evaluation

- Written Assignments
- Skills Demonstration

Demonstration of Critical Thinking

Evaluation of student learning outcomes by internship or work site supervisor. Evaluation of student learning outcomes by internship or work instructor/coordinator. Self-evaluation of student learning outcomes by student as well as a reflection on overall internship or work experience as it relates to occupational and/or educational growth and goals.

Required Writing, Problem Solving, Skills Demonstration

Title 5 Cooperative Work Experience guidelines require students to: Maintain record or journal of internship or work experience and documentation of hours. Write an evaluation of internship or work experience. Proficiency will be demonstrated by achieving competency per individual agreement as determined by evaluation process.

Resources Subscreen

- Other: . . . ()

Eligible Discipline(s)

- Counseling: Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling, OR the

equivalent. (NOTE: A bachelor's degree in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.) Master's degree required. Title 5, section 53410.1