I. CATALOG INFORMATION
   A. Discipline: GEOGRAPHY
   B. Subject Code and Number: GEOG M80
   C. Course Title: Internship in Geography
   D. Credit Course units:
      Units: 1 – 4  
      Lecture Hours per week: 0  
      Lab Hours per week: 3 – 12  
      Variable Units: No  
   E. Student Learning Hours:
      Lecture Hours:  
      Classroom hours: 0 - 0  
      Laboratory/Activity Hours:  
      Laboratory/Activity Hours 52.5 - 210  
      Total Combined Hours in a 17.5 week term: 52.5 - 210  
   F. Non-Credit Course hours per week ________  
   G. May be taken a total of:  
      Course(s)  
      1 2 3 4 time(s) for credit  
   H. Is the course co-designated (same as) another course:  
      No X Yes  
      If YES, designate course Subject Code & Number: ________  
   I. Course Description:
      Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations.  
   J. Entrance Skills
      *Prerequisite:  
      No X Yes Course(s)  
      Completion of or concurrent enrollment in one course in the discipline and instructor approval.  
      *Corequisite:  
      No X Yes Course(s)  
   Limitation on Enrollment:  
      No X Yes  
   Recommended Preparation:  
      No X Yes Course(s)  
   Other:  
      No X Yes
K. Other Catalog Information:

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.

II. COURSE OBJECTIVES

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

<table>
<thead>
<tr>
<th></th>
<th>Methods of evaluation will be consistent with, but not limited by, the following types or examples.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>develop on-the-job learning objectives that demonstrate new and expanded learning at the work site that directly relate to their educational goal (major).</td>
</tr>
</tbody>
</table>
|   | Consultation (student, industry supervisor, faculty)  
  Supervisor rating  
  Written evaluation  
  Workplace observation  
  Skills demonstration  
  Written report, presentation, project |
| 2 | demonstrate successful workplace human dynamics, which may include working as part of a team, following implicit and explicit instructions including company policies and procedures, and practicing work ethics. |
|   | Consultation (student, industry supervisor, faculty)  
  Supervisor rating  
  Written evaluation  
  Workplace observation  
  Skills demonstration  
  Written report, presentation, project |
| 3 | demonstrate appropriate work skills such as communication, problem solving, decision-making, teamwork, self-management, initiative, and/or technical skills that are gained as a result of new and expanded learning at the work site. |
|   | Consultation (student, industry supervisor, faculty)  
  Supervisor rating  
  Written evaluation  
  Workplace observation  
  Skills demonstration  
  Written report, presentation, project |
| 4 | organize and maintain occupational work experience records, including time sheets, a consultation record, and learning objective proposals, evaluation, and documentation. |
|   | Consultation (student, industry supervisor, faculty)  
  Supervisor rating  
  Written evaluation  
  Workplace observation  
  Skills demonstration  
  Written report, presentation, project |
appraise and evaluate the occupational work experience situation as it applies to their educational goal (major) in written or verbal format which will take the form of a paper, project, or presentation.

### III. COURSE CONTENT

<table>
<thead>
<tr>
<th>Estimated %</th>
<th>Topic</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Formulate learning objectives</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>Lab</td>
<td>Manage work experience project through collaboration with faculty adviser and job-site supervisor</td>
<td>2, 4</td>
</tr>
<tr>
<td></td>
<td>Maintain and update work experience records</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Engage in occupational work experience</td>
<td>1, 2, 3, 4, 5</td>
</tr>
<tr>
<td></td>
<td>Construct a demonstration of new and expanded learning experiences that occurred at the work site</td>
<td>5</td>
</tr>
</tbody>
</table>

### IV. TYPICAL ASSIGNMENTS

**A. Writing assignments**

Writing assignments are required. Possible assignments may include, but are not limited to:

1. write a resume and cover letter.
2. write a term paper.
3. complete journal assignments that describe thoughts about occupational work experience.
4. develop and write a statement of personal philosophy on a given topic.
5. write any analytical or evaluative assignment required as part of the particular work experience position.
6. write succinct learning objectives that include four key components.

**B. Appropriate outside assignments**

Appropriate outside assignments are required. Possible assignments may include, but are not limited to:

1. appropriate outside assignments may vary depending on the work experience position.

**C. Critical thinking assignments**

Critical thinking assignments are required. Possible assignments may include, but are not limited to:

1. participate in problem solving and analysis of results in a job-related environment.
2. establish priorities related to time management.
V. METHODS OF INSTRUCTION

Methods of instruction may include, but are not limited to:

☐ Distance Education – When any portion of class contact hours is replaced by distance education delivery mode (Complete DE Addendum, Section XV)

☐ Lecture/Discussion

☒ Laboratory/Activity

☒ Other (Specify)

- independent study, job shadowing, discussion/seminar, computer-assisted instruction, activity.

☐ Optional Field Trips

☐ Required Field Trips

VI. METHODS OF EVALUATION

Methods of evaluation may include, but are not limited to:

☐ Essay Exam

☐ Problem Solving Exam

☐ Objective Exams

☐ Classroom Discussion

☒ Reports/Papers/Projects

☒ Participation

☒ Skill Demonstration

☒ Other (specify)


VII. REPRESENTATIVE TEXTS AND OTHER COURSE MATERIALS

Written or online materials relevant to the organization and operation of the workplace or work assignment.

VIII. STUDENT MATERIALS FEES

☒ No ☐ Yes

IX. PARALLEL COURSES

<table>
<thead>
<tr>
<th>College</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of the Canyons</td>
<td>CWE 1880CC</td>
<td>Cooperative Work Experience Education Occupational</td>
<td>1-4</td>
</tr>
<tr>
<td>Ventura College</td>
<td>INTR V95, V96</td>
<td>Internship I and Internship II</td>
<td>1-4</td>
</tr>
<tr>
<td>Oxnard College</td>
<td>COT R190V, R191V</td>
<td>Occupational Cooperative Work Experience</td>
<td>1-4</td>
</tr>
</tbody>
</table>
X. MINIMUM QUALIFICATIONS

Courses Requiring a Masters Degree:
Master’s degree in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology
OR bachelor’s degree in geology AND master’s degree in geography, physics, or geochemistry OR
the equivalent.

XI. ARTICULATION INFORMATION

A. Title V Course Classification:
   1. This course is designed to be taken either:
      - [ ] Pass/No Pass only (no letter grade possible); or
      - [X] Letter grade (P/NP possible at student option)
   2. Degree status:
      - Either [X] Associate Degree Applicable; or [ ] Non-associate Degree Applicable

B. Moorpark College General Education:
   1. Do you recommend this course for inclusion on the Associate Degree General Education list?
      - Yes: [ ] No: [X] If YES, what section(s)?
         - [ ] A1 - Natural Sciences - Biological Science
         - [ ] A2 - Natural Sciences - Physical Science
         - [ ] B1 - Social and Behavioral Sciences - American History/Institutions
         - [ ] B2 - Social and Behavioral Sciences - Other Social Behavioral Science
         - [ ] C1 - Humanities - Fine or Performing Arts
         - [ ] C2 - Humanities - Other Humanities
         - [ ] D1 - Language and Rationality - English Composition
         - [ ] D2 - Language and Rationality - Communication and Analytical Thinking
         - [ ] E1 - Health/Physical Education
         - [ ] E2 - PE or Dance
         - [ ] F - Ethnic/Gender Studies

C. California State University (CSU) Articulation:
   1. Do you recommend this course for transfer credit to CSU? Yes: [X] No: [ ]
   2. If YES do you recommend this course for inclusion on the CSU General Education list?
      - Yes: [ ] No: [X] If YES, which area(s)?
         - [ ] A1
         - [ ] A2
         - [ ] A3
         - [ ] B1
         - [ ] B2
         - [ ] B3
         - [ ] B4
         - [ ] C1
         - [ ] C2
         - [ ] D1
         - [ ] D2
         - [ ] D3
         - [ ] D4
         - [ ] D5
         - [ ] D6
         - [ ] D7
         - [ ] D8
         - [ ] D9
         - [ ] D10
         - [ ] E

D. University of California (UC) Articulation:
1. Do you recommend this course for transfer to the UC?  Yes: No: X

2. If YES do you recommend this course for the Intersegmental General Education Transfer Curriculum (IGETC)?  Yes: No: X

IGETC Area 1: English Communication
- English Composition
- Critical Thinking-English Composition
- Oral Communication

IGETC Area 2: Mathematical Concepts and Quantitative Reasoning
- Mathematical Concepts

IGETC Area 3: Arts and Humanities
- Arts
- Humanities

IGETC Area 4: Social and Behavioral Sciences
- Anthropology and Archaeology
- Economics
- Ethnic Studies
- Gender Studies
- Geography
- History
- Interdisciplinary, Social & Behavioral Sciences
- Political Science, Government & Legal Institutions
- Psychology
- Sociology & Criminology

IGETC Area 5: Physical and Biological Sciences (mark all that apply)
- Physical Science Lab or Physical Science Lab only (non-sequence)
- Physical Science Lecture only (non-sequence)
- Biological Science
- Physical Science Courses
- Physical Science Lab or Biological Science Lab Only (non-sequence)
- Biological Science Courses
- Biological Science Lab course
- First Science course in a Special sequence
- Second Science course in a Special Sequence
- Laboratory Activity
- Physical Sciences
IGETC Area 6: Language other than English

☐ Languages other than English (UC Requirement Only)
☐ U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)
☐ U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)

XII. REVIEW OF LIBRARY RESOURCES

A. What planned assignment(s) will require library resources and use?

The following assignments require library resources:
Research on appropriate topics related to the area of work using the Library's print and online resources.

B. Are the currently held library resources sufficient to support the course assignment?

YES: [X] NO: [ ]

If NO, please list additional library resources needed to support this course.

XIII. PREREQUISITE AND/OR COREQUISITE JUSTIFICATION

GEOG M80: Not Applicable

XIV. WORKPLACE PREPARATION

Required for career technical courses only. A career technical course/program is one with the primary goal to prepare students for employment immediately upon course/program completion, and/or upgrading employment skills.

Detail how the course meets the Secretary of Labor's Commission on the Achievement of Necessary Skills (SCANS) areas. (For a description of the competencies and skills with a listing of what students should be able to do, go to: http://www.ncrel.org/sdrs/areas/issues/methods/assessment/as7scans.htm)

The course will address the SCANS competency areas:

1. Resources: the students will plan and organize time and work resources to achieve written learning objectives and final project or paper.

2. Interpersonal: the students will work with others in a team environment and demonstrate the ability to follow policies and procedures of a given work environment; work collaboratively with team of industry supervisor and faculty adviser.

3. Information: the students will transfer information gained in job site instruction to a practical, hands-on application.

4. Systems: the students will understand complex interrelationships working at the job site and identify and develop new and expanded learning opportunities at the job site.

5. Technology: the students will work in a variety of technologies at the job site and accomplish the goals of the course, including the use of on-line job search technology.
The course also addresses the SCANS skills and personal qualities:

1. Basic Skills: the students will demonstrate basic reading and mathematical skills as required at the work site and demonstrate communication and listening skills working with customers and supervisors.

2. Thinking Skills: the students will develop and demonstrate problem solving, decision-making, creative thinking, and other thinking skills as required on the job site.

3. Personal Qualities: the students will develop and demonstrate honest and ethical work habits at the job site and with their faculty adviser.

XV. DISTANCE LEARNING COURSE OUTLINE ADDENDUM
GEOG M80: Not Applicable

XVI. GENERAL EDUCATION COURSE OUTLINE ADDENDUM
GEOG M80: Not Applicable

XVII. STUDENT MATERIALS FEE ADDENDUM
GEOG M80: Not Applicable

XVIII. REPEATABILITY JUSTIFICATION TITLE 5, SECTION 55041
GEOG M80: Not Applicable

XIX. CURRICULUM APPROVAL
Course Information:
  Discipline: GEOGRAPHY
  Discipline Code and Number: GEOG M80
  Course Revision Category: Outline Update

Course Proposed By:
  Originating Faculty  Michael Walegur 03/09/2016
  Faculty Peer: _________
  Curriculum Rep: Robert Keil 03/10/2016
  Department Chair: Robert Keil 03/10/2016
  Division Dean: Howard Davis 04/01/2016

Approved By:
  Curriculum Chair: Jerry Mansfield 05/07/2016
  Executive Vice President: _________
  Articulation Officer: Letrisha Mai 04/07/2016
  Librarian: Mary LaBarge 04/04/2016

Implementation Term and Year: Fall 2016
Approval Dates: