

TEXTBOOKS

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METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Introduction to Internship
 - A. Interpret program requirements.
 - B. Complete the required forms from the handbook.
 - C. Discuss the procedures set forth by the Career Program Facilitator.

- II. The Job Search Process
 - A. Find three sources of job information.
 - B. Identify three job postings in your career program field.
 - C. Write a resume.

- III. Obtaining Employment
 - A. Write a letter of inquiry.
 - B. Complete a job application.
 - C. Describe a job interview.

- IV. Employer/Employee Relationships
 - A. Define labor relations.
 - B. Explain human relations.
 - C. Write examples of conflict and resolution.

- V. Employee Growth and Development
 - A. Define employment advancement.
 - B. Examine personal assessment of your job performance.
 - C. Depict management opportunities in your career area.

- VI. Leadership in the Work Place
 - A. Describe qualities of leadership.
 - B. Define fellowship.

- VII. Dealing with Termination
 - A. Termination with cause.
 - B. Define termination without cause.
 - C. Define Describe how to deal with employment termination.

VIII. The Structure of Business and Industry

- A. Explain organization theory.
- B. Describe work flow patterns.

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Demonstrate the ability to work with immediate supervisor, customers (if applicable), and fellow employees.
 - 1. Explain daily or weekly reports to supervisor.
 - 2. Take orders and follow them as instructed.
 - 3. Develop trust with fellow employees.
 - 4. Demonstrate a professional attitude with co-workers.
 - 5. Communicate effectively with customers.
 - 6. Demonstrate customer satisfaction and service.
 - 7. Demonstrate a respect for the company and its product or service.
- B. Identify the major components of a job interview.
 - 8. Demonstrate good eye contact.
 - 9. Demonstrate good posture.
 - 10. Demonstrate how to appropriately dress.
 - 11. Ask relevant questions.
 - 12. Answer questions effectively.
 - 13. Communicate what he or she can do for the company.
 - 14. Be honest in all inquires in the interview, and application.
- C. Complete a job application.
 - 15. Write or print clearly.
 - 16. Complete all the blanks on the application.
 - 17. Supply reference on request.
 - 18. List all certifications that apply to the position.
 - 19. List a complete work history.
 - 20. List current phone numbers and address to be located at.
 - 21. Include a resume with the job application.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.