

Occupational Work Experience

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Joy McMillan
Development Date	2/12/2003
Course Number	10-007-126
Instructional Level	Associate Degree
Total Credits	3

Description

Students work in a biotechnology laboratory. Emphasizes the integration of academics and practical experiences.

Types of Instruction

Instruction Type	Contact Hours	Credits
Simulated or Actual Work Experience		3

Textbooks

Joy McMillan. *Occupational Work Experience Manual*. MATC.

Learner Supplies

Laboratory coat.

Laboratory notebook.

Safety glasses.

Prerequisites

Successful completion of all program courses in the first three semesters of the program
OR consent of instructor, and successful completion of a performance exam.

Competencies

Unit 1. Introduction to Workplace Skills

A. Identify the laboratory skills worked in school that correlate with the workplace skills

You will demonstrate your competence:

1. through supervisor evaluations of on-site performance
2. through the completion of written assignments
3. by submitting a completed resume and cover letter

Your performance will be successful when:

1. you transfer knowledge from classroom work to occupational work
2. you complete a resume and cover letter

B. Evaluate the importance of certain laboratory skills to the job at hand

You will demonstrate your competence:

1. through evaluations by the work site supervisor
2. through the completion of written assignments

Your performance will be successful when:

1. you organize laboratory activities needed to complete an assigned task

Unit 2. Personal Attributes in the Workplace

A. Identify the personal attributes desirable in the workplace environment

You will demonstrate your competence:

1. through the evaluations by the work-site supervisor
2. through the completion of written assignments

Your performance will be successful when:

1. you demonstrate appropriate behaviors in the work place

B. Correlate the personal attributes needed to work effectively with peers and supervisors

You will demonstrate your competence:

1. through interviews with peers
2. through evaluations and interviews with work site supervisor

Your performance will be successful when:

1. you work effectively at the work site

Unit 3. Assessment of Workplace Skills

A. Describe the methods used to evaluate workplace performance

You will demonstrate your competence:

1. through evaluations by the work-site supervisor

Your performance will be successful when:

1. you identify the processes used to evaluate workplace performance

B. Estimate the skill level needed to complete a particular task

You will demonstrate your competence:

1. through evaluations by the work-site supervisor
2. through the completion of written assignments

Your performance will be successful when:

1. you identify the skills needed to complete a work-site task

Unit 4. Communication in the Workplace

A. Document procedures or protocols used in the workplace environment

You will demonstrate your competence:

1. through the completion of written assignments
2. through the completion of written explanations of results and observations of laboratory activities

Your performance will be successful when:

1. you document the procedures and protocols completed at the work-site

B. Ascertain the importance of documentation in the workplace

You will demonstrate your competence:

1. through the completion of written assignments
2. through the completion of written explanations of results and observations of laboratory activities
3. through completion of relevant portions of manual

Your performance will be successful when:

1. you identify the detail of information needed in writing procedures and protocols
2. you complete the relevant portions of the Occupational Work Experience Manual

C. Prepare a scientific presentation for the workplace

You will demonstrate your competence:

1. through the completion of oral presentation in the workplace
2. through the evaluations of presentation by peers and supervisors

Your performance will be successful when:

1. you present your laboratory work to peers and supervisors
2. you schedule a final exit interview with your instructor

