COMMON COURSE OUTLINE: Course discipline/number/title: OSP 1030: Supervised Occupational Training

A. CATALOG DESCRIPTION
1. Credits: 4
2. Hours/Week: 2 hours lecture and 2 hours lab
3. Prerequisites (Course discipline/number): Acceptance into the Occupational Skills Program and instructor’s approval.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

During the lecture portion of this course, students will explore the importance of work and the employer’s expectations of the employee. Students will be exposed to basic job skills necessary to obtain and maintain entry level employment. This course provides students the opportunity to perform skills at a specific job site. Successful students will complete 96 hours of occupational training at a specific job site.

B. DATE LAST REVISED (Month, year): May, 2009

C. OUTLINE OF MAJOR CONTENT AREAS:
1. The importance of work
2. Lifestyles
3. Workplace competencies
4. Personality traits
5. Attitudes/Aptitudes/Abilities
6. Personal values
7. Employer’s expectations
8. Getting along with others
9. Obedience, punctuality and dependability
10. Individual internship sites

D. LEARNING OUTCOMES (GENERAL): Upon successful completion of this course, the student will be able to:
1. Explain the importance of work.
2. Compare and contrast various lifestyles.
3. Identify own lifestyle choices.
4. Compare and contrast necessary skills at various job sites.
5. Describe various personality traits and the importance of these traits at a specific job.
7. Evaluate personal attitudes, aptitudes and abilities and assess how this relates to a specific occupational skill.
8. Determine appropriate job skills and potential ability.
9. Identify individual values.
10. Explain employer expectations of an employee.
11. Demonstrate the ability to get along with others.
12. Discuss obedience, punctuality and dependability at a work or school setting.
13. Demonstrate obedience, punctuality and dependability at a work or school setting.
14. Schedule work hours according to transportation schedule and specific needs.
15. Integrate skills learned in the classroom and apply these skills at the Supervised Training Site.
16. Dress appropriately for the job site (wearing uniform, if applicable).
17. Maintain positive personal hygiene.
18. Use appropriate oral language.
19. Use appropriate body language.
20. Establish boundaries with customers (if applicable).
21. Establish boundaries with co-workers and supervisors.
22. Use appropriate judgment for the job situation.
23. Apply time management skills so that they are dependable, remain busy and stay within break time limits.
24. Follow rules, regulations, policies and safety procedures.
25. Complete assigned tasks within the appropriate time frame.
26. Seek new learning experiences and strive for continuous improvement.
27. Seek and ask for guidance when necessary.
D. **LEARNING OUTCOMES (GENERAL):** Upon successful completion of this course, the student will be able to: Continued...  
28. Interact appropriately with customers, co-workers, and supervisors.  
29. Maintain positive relationships with customers, co-workers, and supervisors.  
30. Complete 96 hours of occupational experience at a community or college based worksite.

E. **LEARNING OUTCOMES (MNTC):** NA

F. **METHODS FOR EVALUATION OF STUDENT LEARNING:**  
1. Objective examination  
2. Class participation  
3. Group work  
4. Role playing  
5. Written assignments  
6. Classroom activities and demonstrations  
7. Final evaluation from site supervisor  
8. Final evaluation from OSP instructor  
9. Final evaluation from student  
10. Site visit observations  
11. Attendance

G. **RCTC CORE OUTCOME(S) ADDRESSED:**  
- Communication  
- Critical Thinking  
- Global Awareness/Diversity  
- Civic Responsibility  
- Personal/Professional Accountability  
- Aesthetic Response

H. **SPECIAL INFORMATION (if any):**  
Successful completion of this course aligns with the Job Corps Career Success Standards.