

Print Date: 7/31/14  
**Course Objectives/Course Outline**  
**Spokane Community College**

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**Course Title:** Occupational Preparation and Experience  
**Prefix and Course Number:** WATER 129

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**Course Learning Outcomes:**

**By the end of this course, a student should be able to:**

- Write an essay about their work experience
- Prepare a resume
- Conduct themselves appropriately during an interview
- Recite a speech using visual aids and answer questions from the audience
- Apply and prepare for full-time employment

**Course Outline:**

- I. Internship
  - A. On-the-Job Training – 8 weeks
  - B. Write and Receive Evaluation from their Employer
- II. Skills Preparation
  - A. Resume Preparation
  - B. Federal and State Applications Completion
  - C. Create a Term Paper
  - D. Follow On-the-Job Etiquette
  - E. Prepare a Twenty-minute Speech with Questions
  - F. Interview Preparation