

Course Code: EST 113

Course Title: Work Experience and Ethics

Department: Applied Sciences and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 15.9998

Repeatability: 0

Credit Hours

Catalog Notation: 0.5-5-1

Credit Hour Distribution:

Lecture: 0.5

Lab: 5

Clinical: 0

Total: 1

General Course Information

Catalog Description

Prepare resume and cover letter. Detailed journal documenting internship. Introduction to work ethics and traits that employers look for in current and prospective employees.

General Course Objectives

Students will prepare their resume and cover letter to be kept on file with Career Services. Introduction to career ethics and employer expectations. Students required to keep a journal documenting experience.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

None

Methods of Evaluation

Minimum of 5 quizzes, review of journal by the instructor, employee review by employer, and site visit by the instructor if appropriate.

Instructional Materials and Additional Supplies

None.

Course Content

General Learning Outcomes (GLOs)

- Communication: Students will demonstrate the ability to read, write, listen, and speak effectively.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Work Experience - General	<ol style="list-style-type: none"> 1. Complete orientation and safety training. 2. Perform duties which apply and build upon classroom experiences. 3. Discuss and list work ethics and expectations of employer. 4. Evaluate the work experience for decisions regarding future job opportunities. 	0	75	0
Required Documentation, Work Journals, and Introduction to Career and Technical Work Ethics	<ol style="list-style-type: none"> 1. Create a resume and cover letter to be submitted to and reviewed by instructor. 2. Complete and submit an Internship/Work Agreement that identifies the work experience, student, employer, and college representatives. 3. Submit a detailed work journal with entries that list/describe the knowledge and skills learned and used on the job. 4. Submit a typewritten report outlining the experiences on the job. 5. Define career and technical ethics and state the role that work ethics play in the workplace. 6. Describe the employee characteristics and work ethics traits that are relevant to the position. 7. Submit the employer's evaluation to instructor for discussion and review of experience. 	7.5	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
7.5	75	0