

MASTER SYLLABUS

Course Discipline Code & No: UAT390 Title: Operation of a UA Training Program
 Effective Term SS08
 Division Code: VCT Department Code: UASD Org #: 28200
 Don't publish: ☐ College Catalog ☒ Time Schedule ☐ Web Page

Reason for Submission. Check all that apply.
☒ New course approval ☐ Reactivation of inactive course
☐ Three-year syllabus review/Assessment report ☐ Inactivation (Submit this page only.)
☐ Course change

Change information: Note all changes that are being made. Form applies only to changes noted.

☐ Consultation with all departments affected by this course is required.	☐ Total Contact Hours (total contact hours were: _____)
☐ Course discipline code & number (was _____)* *Must submit inactivation form for previous course.	☐ Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____)
☐ Course title (was _____)	☐ Pre-requisite, co-requisite, or enrollment restrictions
☐ Course description	☐ Change in Grading Method
☐ Course objectives (minor changes)	☐ Outcomes/Assessment
☐ Credit hours (credits were: _____)	☐ Objectives/Evaluation
	☐ Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.
 This is an existing course from the United Association Instructor Training Program that is offered through the UA Regional Training System throughout the year. This proposal is to change the current UA course number "90" to "UAT390" to reflect the new WCC identifier for the course. Also, this new identifier will be used on student registration forms and course calendars.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson ☐ New resources needed ☒ All relevant departments consulted

Print: _____ Signature _____ Date: _____
 Faculty/Preparer

Print: Dan Welch Signature D. Welch Date: 2/5/08
 Department Chair

Division Review by Dean
☐ Request for conditional approval

Recommendation ☐ Yes ☐ No _____
 Dean's/Administrator's Signature Date

Curriculum Committee Review
 Recommendation _____
☐ Tabled ☐ Yes ☐ No _____
 Curriculum Committee Chair's Signature Date

Vice President for Instruction Approval
Roger M. Poling
 Vice President's Signature Date 2/13/08

Approval ☒ Yes ☐ No ☐ Conditional

200801
 Do not write in shaded area.
 Log File 10/10/07 Ecoply ☐ Banner 2/20 C&A Database 2/20 C&A Log File 2/20 Basic skills ☒ Contact fee ☐
 Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.
 Office of Curriculum & Assessment <http://www.wccnet.edu/departments/curriculum/>
 Updated 12/11/07

MASTER SYLLABUS

***Complete ALL sections which apply to the course, even if changes are not being made.**

Course: UAT390	Course title: Operation of a UA Training Program
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Credit hours: <u>1.5</u> If variable credit, give range: _____ to _____ credits	Contact hours per semester: <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;">Student</th> <th style="text-align: center;">Instructor</th> </tr> <tr> <td>Lecture:</td> <td style="text-align: center;"><u>12</u></td> <td style="text-align: center;">—</td> </tr> <tr> <td>Lab:</td> <td style="text-align: center;">—</td> <td style="text-align: center;">—</td> </tr> <tr> <td>Clinical:</td> <td style="text-align: center;">—</td> <td style="text-align: center;">—</td> </tr> <tr> <td>Practicum:</td> <td style="text-align: center;"><u>10.5</u></td> <td style="text-align: center;">—</td> </tr> <tr> <td>Other:</td> <td style="text-align: center;">—</td> <td style="text-align: center;">—</td> </tr> <tr> <td>Totals:</td> <td style="text-align: center;"><u>22.5</u></td> <td style="text-align: center;">—</td> </tr> </table>		Student	Instructor	Lecture:	<u>12</u>	—	Lab:	—	—	Clinical:	—	—	Practicum:	<u>10.5</u>	—	Other:	—	—	Totals:	<u>22.5</u>	—	Are lectures, labs, or clinicals offered as separate sections? ☐ Yes - lectures, labs, or clinicals are offered in separate sections ☒ No - lectures, labs, or clinicals are offered in the same section	Grading options: ☐ P/NP (limited to clinical & practica) ☐ S/U (for courses numbered below 100) ☒ Letter grades
	Student	Instructor																						
Lecture:	<u>12</u>	—																						
Lab:	—	—																						
Clinical:	—	—																						
Practicum:	<u>10.5</u>	—																						
Other:	—	—																						
Totals:	<u>22.5</u>	—																						

Prerequisites. Select one:

- ☐ College-level Reading & Writing
 ☐ Reduced Reading/Writing Scores
 (Add information at Level I prerequisite)
 ☒ No Basic Skills Prerequisite
 (College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment Can be taken together)	Corequisites Must be enrolled in this class also during the same semester)
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
☐ and ☐ or _____	_____	_____	_____
☐ and ☐ or _____	_____	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

- ☐ and ☐ or Consent required
 ☐ and ☐ or Admission to program required
 Program: _____
 ☐ and ☐ or Other (please specify): _____

Please send syllabus for transfer evaluation to:

Conditionally approved courses are not sent for evaluation.

Insert course number and title you wish the course to transfer as.

- | | |
|--|---|
| ☐ E.M.U. as _____ | ☐ _____ as _____ |
| ☐ U of M as _____ | ☐ _____ as _____ |
| ☐ _____ as _____ | ☐ _____ as _____ |

Course UAT390	Course title Operation of a UA Training Program	
Course description State the purpose and content of the course. Please limit to <u>500</u> characters.	This course covers methods of teaching about how to provide local union coordinators, directors, and Joint Apprenticeship Training Committee members with the background and knowledge necessary to operate today's UA's local training programs as well as to provide policy and guidance developing local standards of apprenticeship for approval and registration. Limited to United Association Instructor Training Program graduates.	
Course outcomes List skills and knowledge students will have after taking the course. Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.	Outcomes (applicable in all sections) 1) Explain to apprentices and journey-people the central concepts and skills of operating today's UA local training program. 2) Utilize approved industry and UA course/training materials about how to operate today's UA local training program.	Assessment Methods for determining course effectiveness Survey of UA training coordinators/supervisors. Survey of UA training coordinators/supervisors.
Course Objectives Indicate the objectives that support the course outcomes given above. Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.	Objectives (applicable in all sections) Outcome 1: - Identify issues related to apprenticeship standards, on-the-job training, current events, and legislation concerning UA Training Programs. - Identify fundamental legal framework and discuss laws affecting apprenticeship. Outcome 2: - Demonstrate appropriate use and knowledge of course materials.	Evaluation Methods for determining level of student performance of objectives Exam consisting of multiple choice, true/false, fill in the blank, and short answer questions. Exam consisting of multiple choice, true/false, fill in the blank, and short answer questions. Presentation and demonstration of learned course materials.

MASTER SYLLABUS

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List all new resources needed for course, including library materials.

Student Materials:

List examples of types		Estimated costs
- Texts - Supplemental reading - Supplies - Uniforms - Equipment - Tools - Software	All course materials will be provided.	\$

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level <u>only</u> if the specified equipment is needed for <u>all</u> sections of a course. ☐ Level I classroom Permanent screen & overhead projector ☐ Level II classroom Level I equipment plus TV/VCR ☒ Level III classroom Level II equipment plus data projector, computer, faculty workstation	☐ Off-Campus Sites ☐ Testing Center ☐ Computer workstations/lab ☐ ITV ☐ TV/VCR ☐ Data projector/computer ☐ Other _____
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Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place (semester & year)	Course section(s)/other population	Number students to be assessed
Explain to apprentices and journey-people the central concepts and skills of operating today's UA local training program.	Survey of UA training coordinators/supervisors.	Spring 2009 for students enrolled in Summer 2008, and every three years thereafter.	All	75% of all students through random sampling who teach the topic the subsequent year, and minimum of 20 students.
Utilize approved industry and UA course/training materials about how to operate today's UA local	Survey of UA training coordinators/supervisors.	Spring 2009 for students enrolled in Summer 2008, and every three years thereafter.	All	75% of all students through random sampling who teach the topic the subsequent

MASTER SYLLABUS

training program.				year, and minimum of 20 students.
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Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

Students' training activities will be scored and evaluated on the survey questionnaires (see attached) of each of the three learning outcomes.

2. Indicate the standard of success to be used for this assessment.

Based on the number of students who teach the learned materials in the subsequent year, 75% of them will score an average of satisfactorily or above on the survey questionnaires to be completed by UA training coordinators/supervisors.

3. Indicate who will score and analyze the data (data must be blind-scored).

The UA Program Administrator will coordinate with UA training coordinators and the training department about the implementation of the assessment plan and the collection of data from UAT faculty, and will discuss the results with UAT faculty.

4. Explain the process for using assessment data to improve the course.

The assessment will be shared with the appropriate UA training coordinators, training department, and UAT faculty. The UA Program Administrator will solicit suggestions for improving the results and will work with UA training coordinators, the training department, and UAT faculty to make needed changes to improve course content and student performance.