

MASTER SYLLABUS

Course Discipline Code & No: <u>UAE158</u>		Title: <u>Advanced HVACR Practices</u>	Effective Term <u>SS 2009</u>
Division Code: <u>VCT</u>	Department Code: <u>UA</u>		Org #: <u>28310</u>
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.

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

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.

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: Dan Welch Signature D. Welch Date: 2/2/09
Faculty/Preparer

Print: _____ Signature _____ Date: _____
Department Chair

Division Review by Dean

☐ Request for conditional approval

Recommendation ☐ Yes ☐ No D. Welch 2/2/09
Dean's/Administrator's Signature Date

Curriculum Committee Review

Recommendation

☐ Tabled ☒ Yes ☐ No Lera Vasey 3/18/09
Curriculum Committee Chair's Signature Date

Vice President for Instruction Approval

Roger M. Palocz 3/19/09
Vice President's Signature Date

Approval ☒ Yes ☐ No ☐ Conditional

Do not write in shaded area.

Log File 2/18/09 ✓ Ecopy ☐ Banner 3/19 C&A Database 3/19 C&A Log File 3/19 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.

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

Course: <u>UAE158</u>	Course title: <u>Advanced HVACR Practices</u>
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Credit hours: <u>3</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>45</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;">—</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>45</u></td> <td style="text-align: center;">—</td> </tr> </table>		Student	Instructor	Lecture:	<u>45</u>	—	Lab:	—	—	Clinical:	—	—	Practicum:	—	—	Other:	—	—	Totals:	<u>45</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>45</u>	—																						
Lab:	—	—																						
Clinical:	—	—																						
Practicum:	—	—																						
Other:	—	—																						
Totals:	<u>45</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
 ☐ and ☐ or Other (please specify): _____

Program: UA apprenticeship

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 _____ ☐ U of M as _____ ☐ _____ as _____	☐ _____ as _____ ☐ _____ as _____ ☐ _____ as _____
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Course <u>UAE158</u>	Course title: <u>Advanced HVACR Practices</u>	
Course description State the purpose and content of the course. Please limit to <u>500</u> characters.	Special topics covered in this course may include advanced building automation, leadership/supervision, customer relations, importance of clear and concise reporting (work orders), and safety. This course is taught at United Association (UA) Training Centers throughout the United States and Canada. Enrollment is limited to apprentices accepted in to a UA training program.	
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) After successful completion of this course the student will be able to: • Explain how important it is to be a good leader to foster harmonious working conditions in a service situation • Complete accurate job documentation • Measure their own traits and compare them to the traits of others for compatibility or non-compatibility for successful customer service relationships • Describe customer service situations that require communications skills to avoid conflicts • Demonstrate how good leadership skills benefit the service worker, the contractor, and the customer	Assessment Methods for determining course effectiveness This course is assessed externally by the local's Joint Apprenticeship Training Committee (JATC), consisting of industry representatives and UA members. The local receives feedback on needed technical updates and apprentice skill performance.
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) Objectives and evaluation methods follow the International Pipe Trades Curriculum Outline issued by the UA Training Department.	Evaluation Methods for determining level of student performance of objectives

		<u>UAE158</u>
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List all new resources needed for course, including library materials.

No new resources, courses are taught at existing UA local training schools.

Student Materials:

List examples of types Texts Supplemental reading Supplies Uniforms Equipment Tools Software	UA local training schools provide all the necessary books and materials for the students.	Estimated costs \$ 0
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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.	☐ Off-Campus Sites
☐ Level I classroom Permanent screen & overhead projector	☐ Testing Center
☐ Level II classroom Level I equipment plus TV/VCR	☐ Computer workstations/lab
☐ Level III classroom Level II equipment plus data projector, computer, faculty workstation	☐ ITV
	☐ TV/VCR
	☐ Data projector/computer
	☒ Other <u>Taught at UA Local schools</u>

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 how important it is to be a good leader to foster harmonious working conditions in a service situation • Complete accurate job documentation • Measure their own traits and compare them to the traits of others for compatibility or non-compatibility for successful customer service relationships • Describe customer service situations that require communications skills to avoid	Contractors (employer) provide paper feedback forms for apprentice skill performance reviews. JATC contractor members provide specifications detailing technical updates.	WCC will prepare a summary report on assessment activities in Winter 2010 and every three years thereafter.	All	All

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conflicts • Demonstrate how good leadership skills benefit the service worker, the contractor, and the customer				

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.

Individual locals use apprentice feedback forms filled out by the employing contractor.

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

The standard of success is set by the local JATC.

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

The data is analyzed by the JATC as a committee.

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

Results are initially shared with the training coordinator for the local. The training coordinator then works with appropriate instructor staff to make needed changes.