

## Washtenaw Community College Comprehensive Report

### UAT 139 Administration of a Jointly Managed Training Program (UA 9002) Effective Term: Fall 2020

#### Course Cover

**Division:** Advanced Technologies and Public Service Careers

**Department:** United Association Department

**Discipline:** United Association Training

**Course Number:** 139

**Org Number:** 28200

**Full Course Title:** Administration of a Jointly Managed Training Program (UA 9002)

**Transcript Title:** Admin Jointly Mangd Trng 9002

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog

**Reason for Submission:** Course Change

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Total Contact Hours**

**Outcomes/Assessment**

**Objectives/Evaluation**

**Rationale:** Update United Association course

**Proposed Start Semester:** Fall 2020

**Course Description:** In this course, students will be provided with an overview of managing and administrating a United Association training program. Through a combination of lecture and discussion, students will examine industry trends, laws affecting training programs, instructional methods and curriculum requirements. Students will also review the Council of Occupational Education (COE) accreditation process and the benefits of UA accreditation of their apprenticeship programs. Limited to United Association program participants.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 1.5

**The following Lecture Hour fields are not divisible by 15: Student Min ,Instructor Min**

**Lecture Hours: Instructor: 22.5 Student: 22.5**

**The following Lab fields are not divisible by 15: Student Min, Instructor Min**

**Lab: Instructor: 1.5 Student: 1.5**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 24 Student: 24**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

## **Requisites**

### **Prerequisite**

UAT 138; may enroll concurrently

## **General Education**

### **Degree Attributes**

Below College Level Pre-Reqs

## **Request Course Transfer**

### **Proposed For:**

## **Student Learning Outcomes**

1. Identify current updates to laws and industry trends to effectively administer a jointly managed apprenticeship training program.

### **Assessment 1**

Assessment Tool: Outcome-related quiz questions

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

2. Analyze practices and policies currently used at different local training programs to develop administrative practices better aligned with industry standards.

### **Assessment 1**

Assessment Tool: Group activity

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

3. Identify the Council on Occupational Education (COE) accreditation process, its benefits, and the requirements of UA accreditation for apprenticeship programs.

### **Assessment 1**

Assessment Tool: Outcome-related written exam questions

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

## **Course Objectives**

1. Assess the current status of training program curriculum at the local Training Facility.

2. Review the U.A. national survey, tracking certain statistics applicable to each apprenticeship program.
3. Review curricular materials for inclusion into local programs to ensure compliance with National Guidelines for Apprenticeship Standards.
4. Discuss current educational technology and how to apply new concepts in the classroom environment.
5. Navigate textbook and online resources and identify the current legal requirements for administrating an apprenticeship program and developing guidelines.
6. Discuss and describe the current industry trends that affect the administration of an apprenticeship program.
7. Discuss curriculum, on-the-job learning, certification and accreditation requirements for an apprenticeship program.
8. Describe and discuss how administrative practices and policies at the students' local Training Centers could be developed to better align with industry standards.
9. Discuss the policies that can improve the overall operation of an apprenticeship program.
10. Update documentation to ensure program policies comply with current standards.
11. Access, navigate and discuss the Council on Occupational Education (COE) website.
12. Review and discuss the requirements of the *Handbook of Accreditation for Registered Apprenticeship Schools and National ERISA Training Institutes*.
13. Discuss the policies and procedures for acquiring and maintaining COE accreditation.

## New Resources for Course

### Course Textbooks/Resources

#### Textbooks

International Association of Plumbing and Mechanical Officials. • *UA National Guidelines for Developing Standards of Apprenticeship*, first ed. IAPMO Group, 2019

International Association of Plumbing and Mechanical Officials. *Trustee Handbook*, first ed. IAPMO Group, 2019

Council of Occupational Education . *Handbook of Accreditation for Registered Apprenticeship Schools and National ERISA Training Institutes*, ed. Council on Occupational Education , 2019

#### Manuals

#### Periodicals

#### Software

### Equipment/Facilities

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
<b>Faculty Preparer:</b> <i>Tony Esposito</i>	<i>Faculty Preparer</i>	<i>Aug 25, 2020</i>
<b>Department Chair/Area Director:</b> <i>Marilyn Donham</i>	<i>Recommend Approval</i>	<i>Sep 23, 2020</i>
<b>Dean:</b> <i>Jimmie Baber</i>	<i>Recommend Approval</i>	<i>Oct 01, 2020</i>
<b>Curriculum Committee Chair:</b> <i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>Oct 30, 2020</i>
<b>Assessment Committee Chair:</b> <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Nov 04, 2020</i>
<b>Vice President for Instruction:</b> <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Nov 09, 2020</i>