

MASTER SYLLABUS

Course Discipline Code & No: EWA110 Title: Job Information Effective Term Fall 2009
 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 _____)* ☐ Distribution of contact hours (contact hours were:
 *Must submit inactivation form for previous course. 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.

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 Lisa Veary 3/18/09
 Curriculum Committee Chair's Signature Date

Vice President for Instruction Approval

Roger M. Palmy 3/18/09
 Vice President's Signature Date

Approval ☒ Yes ☐ No ☐ Conditional

Do not write in shaded area.

Log File 2/17/09 Ecopy ☐ Banner 3/23 C&A Database 3/23 C&A Log File 3/23 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.

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

Course: EWA110	Course title: Job Information
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Credit hours: <u> 3 </u> If variable credit, give range: _____ to _____ credits	Contact hours per semester: <table style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Student</th> <th style="text-align: center; border-bottom: 1px solid black;">Instructor</th> </tr> <tr> <td>Lecture:</td> <td style="text-align: center;">45</td> <td style="text-align: center;">45</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;">45</td> <td style="text-align: center;">45</td> </tr> </table>		Student	Instructor	Lecture:	45	45	Lab:	_____	_____	Clinical:	_____	_____	Practicum:	_____	_____	Other:	_____	_____	Totals:	45	45	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:	45	45																						
Lab:	_____	_____																						
Clinical:	_____	_____																						
Practicum:	_____	_____																						
Other:	_____	_____																						
Totals:	45	45																						

Prerequisites. Select one:

☒ College-level Reading & Writing

☐ Reduced Reading/Writing Scores

☐ No Basic Skills Prerequisite

(Add information at Level I 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: IBEW 252 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 _____

☐ _____ as _____

☐ U of M as _____

☐ _____ as _____

☐ _____ as _____

☐ _____ as _____

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Course E WA110	Course title Job Information	
Course description State the purpose and content of the course. Please limit to 500 characters.	Students study commonly used tools and materials needed for installing complete electrical systems. Shock hazards are discussed and how to use test instruments to check a circuit to verify if it is energized. How to measure voltages and currents on energized circuits, rigging and lifting of loads, and wire insulation properties are also covered. This course is open only to IBEW apprentices. This course is taught at the IBEW local training center and is only open to apprentices accepted into a program.	
Course outcomes List skills and knowledge students will have after taking the course.	Outcomes (applicable in all sections)	Assessment Methods for determining course effectiveness
Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.	After successful completion of this course, the student will be able to: 1. Identify potential job site hazards 2. Discuss job safety issues 3. Use basic construction tools 4. Install wire in a raceway system and make proper terminations	This course is assessed externally by the local's Joint Apprenticeship Training Committee (JATC), consisting of NECA representatives (industry) and IBEW 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.	Objectives (applicable in all sections)	Evaluation Methods for determining level of student performance of objectives
Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.	Objectives and methods of evaluation follow the curriculum set out by the National Joint Apprentice Training Committee (NJATC).	

List all new resources needed for course, including library materials.
All resources for the program are in place at the Local 252 Training Center.

Student Materials:

List examples of types Texts Supplemental reading Supplies Uniforms Equipment Tools Software	All books and supplies provided through the IBEW Local 252 Training Center.	Estimated costs \$ 0
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Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all 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 Local 252 Training Center

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
Identify potential job site hazards	Contractors (employer) provide paper feedback forms for apprentice skill performance reviews. JATC contractor members provide specifications detailing technical updates.	Fall 2011 and every three years thereafter	All	All
Discuss job safety issues Use basic construction tools	Contractors (employer) provide paper feedback forms for apprentice skill performance reviews. JATC contractor members provide specifications detailing technical updates.	Fall 2011 and every three years thereafter	All	All
Install wire in a raceway system and make proper terminations	Contractors (employer) provide paper feedback forms for apprentice skill performance reviews. JATC contractor members provide specifications detailing technical updates.	Fall 2011 and every three years thereafter	All	All

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.

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.