

**WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)**

APP 105

For help screens, select a field and press F1

SECTION I. SUBMISSION INFORMATION

1. Course: (Enter proposed discipline, number & title here.) Discipline/No: APP 105 Title: Apprenticeship V Start Term: 200301 Banner allows only 29 characters and spaces, for the title. Longer titles will have to be abbreviated.			
Division Code: HAT Department Code: CIND Org #: 28200 Don't publish: <input checked="" type="checkbox"/> in College Catalog <input checked="" type="checkbox"/> in Time Schedule <input checked="" type="checkbox"/> on Web Page			
2. Type of Approval: (applies to both new courses and changes) <input checked="" type="checkbox"/> Full Approval <input type="checkbox"/> Conditional Approval <hr/> <input type="checkbox"/> This proposal previously received conditional approval for the term: _____	3. Reason for Submission: This Course is being submitted for: (check all that apply) <input checked="" type="checkbox"/> New Course Approval (Skip 4 and go directly to 5.) <input type="checkbox"/> Five-year Syllabus Review <input type="checkbox"/> No changes to course (Submit complete syllabus) <input type="checkbox"/> Major Change(s) (Submit complete syllabus) <input type="checkbox"/> Minor Change(s)* (For fully approved courses, submit revised sections only.) <input type="checkbox"/> Reactivation of Inactive Course <input type="checkbox"/> Inactivation (Submit this page only.) *If requesting a change to a course that has conditional approval, please submit a complete syllabus.		
4. Change Information: (Check all that apply. Make proposed changes in Section III, Course Syllabus.) <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> Minor Changes <input type="checkbox"/> Course Discipline/Number (was _____) <input type="checkbox"/> Course Title (was _____) <input type="checkbox"/> Course Description <input type="checkbox"/> Class Capacity (was: ____) <input type="checkbox"/> Pre or Co-requisites <input type="checkbox"/> Course Objectives (minor changes) <input type="checkbox"/> Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ other _____) <input type="checkbox"/> Other _____ </td> <td style="width:50%; vertical-align: top;"> Major Changes (will be reviewed by Curriculum Committee.) <input type="checkbox"/> Credit hours (credits were: _____) <input type="checkbox"/> Change in Grading Method <input type="checkbox"/> Total Contact Hours (total contact hours were: _____) <input type="checkbox"/> Approval for offering an Honors Section (Attach Approval Form.) <input type="checkbox"/> Approval for offering Distance Learning Sections (Attach Distance Learning Approval Form) <input type="checkbox"/> General Education Distribution Course: Add <input type="checkbox"/> Remove <input type="checkbox"/> (Attach General Education Course Approval Form) <input type="checkbox"/> Pre or Co-requisites (that affect other departments) </td> </tr> </table>		Minor Changes <input type="checkbox"/> Course Discipline/Number (was _____) <input type="checkbox"/> Course Title (was _____) <input type="checkbox"/> Course Description <input type="checkbox"/> Class Capacity (was: ____) <input type="checkbox"/> Pre or Co-requisites <input type="checkbox"/> Course Objectives (minor changes) <input type="checkbox"/> Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ other _____) <input type="checkbox"/> Other _____	Major Changes (will be reviewed by Curriculum Committee.) <input type="checkbox"/> Credit hours (credits were: _____) <input type="checkbox"/> Change in Grading Method <input type="checkbox"/> Total Contact Hours (total contact hours were: _____) <input type="checkbox"/> Approval for offering an Honors Section (Attach Approval Form.) <input type="checkbox"/> Approval for offering Distance Learning Sections (Attach Distance Learning Approval Form) <input type="checkbox"/> General Education Distribution Course: Add <input type="checkbox"/> Remove <input type="checkbox"/> (Attach General Education Course Approval Form) <input type="checkbox"/> Pre or Co-requisites (that affect other departments)
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5. Rationale: (for new course or course change) Changes are being made in response to data from Assessment: yes <input type="checkbox"/> no <input type="checkbox"/> This course will never be offered in a 'traditional' format. Students will be awarded non-traditional credit after successful completion of their annual apprenticeship requirements.			

SECTION II. SIGNATURES

1. Department Review (To be completed by department chair) Will any new resources be required? No, none anticipated <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, attach list with projected costs) You must consult all departments that may be affected by this course. List departments contacted below and attach relevant documents. <hr/> Does the department support approval of this course? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no (if no, initial and return to preparer with rationale.) Print: Dan Welch Faculty/Preparer Signature: <i>D. Welch</i> Date: 3/3/2003 Print: Dan Welch Department Chair Signature: <i>D. Welch</i> Date: 3/3/2003	
2. Division Review (To be completed by division dean; if recommendation is no, initial and return to department with rationale.) Is this a curricular priority for your division? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no (Comment _____) What is the estimated enrollment? >50 and <1000 annually _____ Recommendation <input type="checkbox"/> Yes <input type="checkbox"/> No Dean's/Administrator's Signature _____ Date _____	
3. Curriculum Committee Review (Attach additional comments if necessary and forward to Executive Vice President.) Recommendation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Reeta A. Hatfield</i> 3.06.03 Curriculum Committee Chair's Signature Date	
4. Vice President for Instruction and Student Services Approval (Attach additional comments if necessary.) Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Roger M. Paloy</i> 3/21/03 Vice President's Signature Date	

ACS Code _____ Entered in Banner *3/21* Entered in Access *3/21* Log File *3/21*

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APP 105

Approved for General Education Area/Group _____

Syllabus Date _____

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APP 105

SECTION III. COURSE SYLLABUS

For help screens press F1.

A. COURSE DETAILS (Start with #1.)

Discipline & No.: APP 105 **Title:** Apprenticeship V

Course and title will automatically appear above upon saving or previewing

1. Description: (Please be brief. Explain acronyms if used.)

Student gains knowledge and skills through classroom and on-the-job experience. Student will receive credit for the course only after all classroom (testing) and work hours have been successfully completed and student is eligible to become a journeyman.

2. Credit Hours: <u>6.0</u> If Variable credit, Give Range: _____ to _____ credits If repeatable for credit, how many times _____	3. Contact Hours per Semester: Lecture: <u>216</u> Lab: _____ Clinical: _____ Other: <u>1700</u> Total Contact Hours: <u>1916</u>	4. Class Capacity: _____ (If nonstandard, attach Class Capacity Exception form.)	5. Course Options: <input type="checkbox"/> Distance learning (Attach DL Form) <input type="checkbox"/> Honors (Attach Honors Addendum.) <input type="checkbox"/> P/NP Grading
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6. Prerequisite(s) and/or "(Course	Min Grade	*Concurrent Enrollment	Test Name	Min. Score	**Level "I" II	Other Prerequisites
<input type="checkbox"/> _____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II	_____
<input type="checkbox"/> _____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II	_____
<input type="checkbox"/> _____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II	_____
<input type="checkbox"/> _____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II	_____
<input type="checkbox"/> _____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II	_____
<input type="checkbox"/> _____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II	_____
<input type="checkbox"/> _____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II	_____
<input type="checkbox"/> _____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II	_____

Consent Required

7. Corequisites: (limit of 2)

* Can take prerequisite before or concurrently with this course.
 **Level I is enforced in Banner; Level II is enforced by instructor on 1st day of class.

8. Course Purpose: <input checked="" type="checkbox"/> Program Requirement <input type="checkbox"/> General Education <input type="checkbox"/> Program Support <input type="checkbox"/> Basic Skills/Developmental <input type="checkbox"/> Transfer <input type="checkbox"/> Industry/Professional Dev <input type="checkbox"/> Enrichment	If a program requirement, specify the program(s) <u>Construction Supervision</u> <u>Industrial Training</u>	Please send syllabus for Transfer evaluation to: <input type="checkbox"/> EMU <input type="checkbox"/> UM _____ _____ _____	Accepted for transfer: (attach documentation) <input type="checkbox"/> EMU <input type="checkbox"/> UM _____ _____ _____
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9. Terms Course will be offered:		Day	Eve	Even years only	Odd years only
Terms	Session Length (e.g. 15 weeks, 1 st 7½ weeks, etc.)				
<input type="checkbox"/> Fall	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Winter	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Spr/Summer	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics that naturally relate to one another. Add additional numbers as needed. (This section is unprotected so that you can cut and paste from other documents.)

- 1.
- 2.
- 3.

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APP 105

C. INSTRUCTIONAL OBJECTIVES

DIRECTIONS: Use student outcomes-based language. (Example: Upon visiting a gravel pit students will observe, analyze and describe in one page the weathering processes.) Units should match those listed in Section B.

(This section is unprotected. You may cut and paste from other documents as needed.)

Unit #1

- 1.
- 2.

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APP 105

D. INSTRUCTIONAL METHODS, EVALUATION CRITERIA, AND ASSESSMENT

1. Instructional Methods: (Check the appropriate boxes and describe as needed.)

<input checked="" type="checkbox"/> Lecture/Discussion _____ <input type="checkbox"/> Clinical Instruction _____ <input type="checkbox"/> Laboratory Assignments _____ <input type="checkbox"/> Internet Assignments _____ <input type="checkbox"/> Computer Simulations _____ <input checked="" type="checkbox"/> On-Site Work Experience _____ <input type="checkbox"/> Team Assignments _____ <input type="checkbox"/> Demonstrations _____	<input type="checkbox"/> Performances _____ <input type="checkbox"/> Group Critiques _____ <input type="checkbox"/> Field Trips _____ <input type="checkbox"/> Telecourse _____ <input type="checkbox"/> ITV Course _____ <input type="checkbox"/> Self-Paced Instruction _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
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2. Evaluation Criteria:

<input checked="" type="checkbox"/> Attendance _____ <input type="checkbox"/> Class Discussion _____ <input type="checkbox"/> Papers _____ <input type="checkbox"/> Portfolios _____ <input type="checkbox"/> Projects _____ <input type="checkbox"/> Reports _____ <input type="checkbox"/> Clinical Assignments _____ <input type="checkbox"/> Home Work _____	<input type="checkbox"/> Quizzes _____ <input checked="" type="checkbox"/> Tests _____ <input type="checkbox"/> Midterm _____ <input type="checkbox"/> Final Exam _____ <input type="checkbox"/> Presentations _____ <input type="checkbox"/> Individual Performance _____ <input type="checkbox"/> Group/Team Performance _____ <input checked="" type="checkbox"/> Other Work Hours _____
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3. Assessment of Student Achievement: (Indicate methods that will be used for NCA mandated assessment of student academic achievement at the course and (if applicable) general education levels)

<input type="checkbox"/> Departmental Exam _____ <input type="checkbox"/> Follow-on Tracking _____ <input type="checkbox"/> Standardized Test _____ <input type="checkbox"/> Portfolio Assessment _____	<input type="checkbox"/> Pre-test/Post-test _____ <input type="checkbox"/> Simulations _____ <input type="checkbox"/> Comprehensive Project _____ <input type="checkbox"/> Other _____
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F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

1. Special Equipment/Facilities : (Check the appropriate boxes and describe as needed.)

<input type="checkbox"/> Lab equipment _____ <input type="checkbox"/> Computer Lab _____ <input type="checkbox"/> CD ROM's _____ <input type="checkbox"/> Data Projector/Screen _____ <input type="checkbox"/> VCR _____ <input type="checkbox"/> TV Monitor _____	<input type="checkbox"/> ITV Classroom _____ <input type="checkbox"/> Off-Campus Sites _____ <input type="checkbox"/> Testing Center _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
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APP 105

2. Texts: (Please indicate if no text is required.)

Title: _____
Author: _____ Copyright Yr: _____
Publisher: _____ Est. Cost: _____

Title: _____
Author: _____ Copyright Yr: _____
Publisher: _____ Est. Cost: _____

Title: _____
Author: _____ Copyright Yr: _____
Publisher: _____ Est. Cost: _____

Title: _____
Author: _____ Copyright Yr: _____
Publisher: _____ Est. Cost: _____

Additional Texts:

3. Supplies and/or Uniforms students will have to Acquire: (e.g. calculators, uniforms, tools, etc.)

Descriptions	Cost Estimates
_____	_____
_____	_____
_____	_____

4. Reference Materials that will be used: (e.g. journals, books, manuals, maps, LRC reserves, etc.)

Title/Name	Location
_____	_____
_____	_____

5. Computer Software that will be used:

Title/Name	Location
_____	_____
_____	_____
_____	_____

6. Audio/Visual Materials that will be used: (e.g. films, video tapes, slides, audio tapes, CDs, etc.)

Title/Name	Location
_____	_____
_____	_____
_____	_____