WASHTENAW COMMUNITY COLLEGE COURSE-SYLLABUS APPROVAL FORM (CSAF)

For help screens, select a field and press F1

SECTION I. SUBMISSION INFORMATION	
	_ Effective Term _W'03
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Division Code: HAT Department Code: CIND Org #: 28200 Do not	publish in the Time Schedule publish in College Catalog
2. Type of Approval: (applies to both new courses and changes) Full Approval	or: (check all that apply) ubmit complete syllabus) revised sections only.) se submit a complete syllabus. culum Committee.) culum Committee.) on (Attach Honors Approval
☐ Other Other	
5. Rationale: (for new course or course change) Changes due to Assessment Data	
SECTION II. SIGNATURES	agaaalaasada oo do'a do oo
1. Department Review (To be completed by department chair) Will any new resources be required? yes (Attach Resource Form) No new resources are consult all departments, that may be affected by this course. List departments that have been consult relevant documents. Does the department support approval of this course? yes no (if no, initial and return the course).	irn to preparer with rationale.)
Print: Patricia Crider Signature Signature Crider	Date: 12-(0-0)
Print: Signature Department Chair	Date:
2. Division Review (To be completed by division dean; if recommendation is no, initial and return to deals this a curricular priority for your division? Tyes no (Comment What is the estimated enrollment? Recommendation Yes No	
3. Curriculum Committee Review (Attach additional comments if necessary and forward to Executive	ve Vice President.)
Recommendation Yes No 2. Hateles Chair's Signature	7.25.0 <u>5.</u> Date
4. Vice President for Instruction and Student Services Approval Attach additional comments if no Approval Yes No Executive Vice President's Signature	8/6/02 Date/
ACS CodeEntered in Banner 0 100 Entered in Access I Approved for General Education Area/Group New Syllabus Date	og File 11/00s

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SECTION III. COURSE SYLLABUS

For help screens press F1.

A. COURSE DETAILS (Start wit	h #1. Course and title will automatica	lly appear below upon savi	ng or previewing)
Course Discipline & No.: <u>UAT 16</u>	il Title: Technical Seminar		
techniques used to prepare to tead	plain acronyms if used.) ods of teaching a technical skill area. To th; Effective means of evaluating learning aracteristics of an effective trade teacher	ng and teaching. Managing t	he learning environment:
2. Credit Hours:3 If Variable credit, Give Range: to credits If repeatable for credit, how many times	3. Contact Hours per Semester: Lecture: 45 Lab: Clinical: Other: Total Contact Hours: 45	4. Class Capacity: 100 (If nonstandard, attach Class Capacity Exception form.)	5. Course Options: Distance learning Honors (Complete Honors Addendum.) P/NP Grading
UAT 151	Concurrent* Enrollment Test Name		Other Prerequisites Level I II Consent Required Consent
8. Course Purpose: Program Requirement General Education Program Support Basic Skills/Developmental Transfer Industry/Professional Dev	If a program requirement, specify the program(s) Associate Degree Industrial Training Program	Please send syllabus for Transfer evaluation to: EMU UM Ferris	Accepted for transfer: (attach documentation) EMU UM

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

1. Methods of teaching a technical skill area

Enrichment

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C. INSTRUCTIONAL OBJECTIVES

DIRECTIONS: Units should match those listed in Section B above. Use student outcome-based language. (Example: The student will be able to describe orally and in writing, the conventions of Shakespeare's histories.) If desired you may add a section of "overall course objectives" which are not associated with a specific unit.

Unit Objectives

Unit #1 Methods of teaching an applied technical skill

- #1 Demonstrate and discuss how to plan and set lesson goals
- #2 Discuss and present effective techniques used to prepare to teach
- #3 Describe effective means of evaluating learning and teaching
- #4 Define and discuss ways to manage the learning environment
- #5 Define, illustrate and discuss the role of the trade teacher
- #6 List the characteristics of an effective trade teacher

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D. INSTRUCTIONAL METHODS, EVA	ALUATION CRITERIA, AND ASSESSMENT
1. Instructional Methods: (Check the app	gannang .
	Field Trips
Clinical Instruction	Team Assignments
Laboratory Assignments	∑Demonstrations
Internet Assignments	Telecourse
Computer Simulations	
On-Site Work Experience	Self-Paced Instruction
Performances	Group Critiques
Other	Other
2. Evaluation Criteria:	
	Quizzes
Class Discussion	Tests
Papers	Midterm
Portfolio	Final Exam
Projects	guerrang
Reports	Presentations
Clinical/Work	☐ Individual Performance
Other	Group Performance
3. Assessment of Student Outcomes: (C of student academic achievement at the	heck methods that will be used for NCA mandated assessment course level)
Departmental Exam	Pre-test/Post-test
Follow-on Tracking	Simulation
Standardized Test	Comprehensive Project
Portfolio Assessment	Other
F. EQUIPMENT, FACILITIES, TEXTS 1. Special Equipment/Facilities: (Check	s, MATERIALS, AND SUPPLIES the appropriate boxes and describe as needed.)
Lab equipment	Distance Learning Classroom
Computer Lab	Off-Campus Sites
CD ROM's	Testing Center
Data Projector/Screen	
UCR	washing the state of the state
TV Monitor	

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

Technical Seminar

Course:

UAT 161

Description:

This course focuses on the methods of teaching a technical skill area. Topics include Planning and setting lesson goals; Effective techniques used to prepare to teach; Effective means of evaluating learning and teaching; Managing the learning environment; Roles of the trade teacher and Characteristics of an effective trade teacher. Special approval is required to elect this course.

Outline:

I. Methods of teaching an applied technical skill

- A. Planning and setting lesson goals
- B. Effective techniques used to prepare to teach
- C. Effective means of evaluating learning and teaching
- D. Managing the learning environment
- E. The role of the trade teacher
- F. Characteristics of an effective trade teacher