

SECTION I. COURSE SUBMISSION INFORMATION

SECTION II. COURSE REVIEW INFORMATION AND SIGNATURES

1. **Department Review** (To be completed by department chair)

Will any new resources be required? ☐ yes (Attach Resource Form) ☒ No new resources are anticipated.

Which departments, that may be affected by this course, have been consulted? _____
(Attach any relevant documentation)

Does the department support approval of this course? ☒ yes ☐ no (if no, initial and return to preparer with rationale.)

Print: Michael H. McGraw Signature: [Signature] Date: 11-21-01
Faculty Preparer

Print: James P. A. Teevens Signature: [Signature] Date: 11/21/01
Department Chair

2. **Division Review** (To be completed by division dean; if recommendation is no, initial and return to department with rationale attached.)

Is this a curricular priority for your division? ☐ yes ☐ no (Comment _____)

What is the estimated enrollment? _____

Recommendation ☒ Yes ☐ No [Signature] Date: 2-6-02
Dean's Signature

3. **Curriculum Committee Review** (Attach additional comments if necessary and forward to Executive Vice President.)

Recommendation ☐ Yes ☐ No _____
Curriculum Committee Chair's Signature Date

4. **Vice President for Instruction and Student Services Approval** (Attach additional comments if necessary.)

Approval ☒ Yes ☐ No [Signature] Date: 3/1/02
Executive Vice President's Signature

ACS Code _____ Entered in Banner 3/21/02 Entered in Access 3/29/02 Log File 3/29/02
Approved for General Education Area/Group _____ New Syllabus Date 2002/01

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COURSE-SYLLABUS APPROVAL FORM (CSAF)

SECTION III. COURSE SYLLABUS

For help screens press F1.

A. COURSE DETAILS (Start with #3. Course and title will automatically appear in 1 and 2 below upon saving or previewing)

1. Course Discipline & No.: CAD 174		2. Title: Co-op CAD Drafting I																																																																									
3. Description: (Please be brief. Explain acronyms if used.) In this course the student gains skills from a new experience in an approved, compensated, industry-related position. Together with the instructor and employer, the student sets up work assignments and learning objectives to connect classroom learning with career-related work experience.																																																																											
4. Credit Hours: _____ If Variable credit, Give Range: 1 to 3 credits If repeatable for credit, how many times _____		5. Contact Hours per Semester: Lecture: 0.0 Lab: 0.0 Clinical: 0.0 Other: Work 120.0 Total Contact Hrs: 0.0																																																																									
6. Class Capacity: 15 (If nonstandard, attach Class Capacity Exception form.)		7. Course Options: ☐ Distance learning ☐ Honors (Complete Honors Addendum.) ☐ P/NP Grading																																																																									
8. Prerequisites <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Course</th> <th>Min. Grade</th> <th>Concurrent*</th> <th>Level**</th> <th>and or</th> <th>Test Name</th> <th>Minimum Score</th> <th>Level</th> </tr> <tr> <th></th> <th></th> <th></th> <th>I</th> <th>II</th> <th></th> <th></th> <th>I II</th> </tr> </thead> <tbody> <tr> <td>CAD 111</td> <td>C</td> <td>☐ yes</td> <td>☒</td> <td>☐</td> <td>☒</td> <td></td> <td>☐ ☐</td> </tr> <tr> <td>CAD 112</td> <td>C</td> <td>☐ yes</td> <td>☒</td> <td>☐</td> <td>☒</td> <td></td> <td>☐ ☐</td> </tr> <tr> <td>CAD 115</td> <td>C</td> <td>☐ yes</td> <td>☒</td> <td>☐</td> <td>☒</td> <td></td> <td>☐ ☐</td> </tr> <tr> <td></td> <td>D-</td> <td>☐ yes</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td>☐ ☐</td> </tr> <tr> <td></td> <td>D-</td> <td>☐ yes</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td>☐ ☐</td> </tr> <tr> <td></td> <td>D-</td> <td>☐ yes</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td>☐ ☐</td> </tr> <tr> <td></td> <td>D-</td> <td>☐ yes</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td>☐ ☐</td> </tr> </tbody> </table>				Course	Min. Grade	Concurrent*	Level**	and or	Test Name	Minimum Score	Level				I	II			I II	CAD 111	C	☐ yes	☒	☐	☒		☐ ☐	CAD 112	C	☐ yes	☒	☐	☒		☐ ☐	CAD 115	C	☐ yes	☒	☐	☒		☐ ☐		D-	☐ yes	☐	☐	☐		☐ ☐		D-	☐ yes	☐	☐	☐		☐ ☐		D-	☐ yes	☐	☐	☐		☐ ☐		D-	☐ yes	☐	☐	☐		☐ ☐
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9. Corequisite course(s): (limit of 2)																																																																											
* Can take prerequisite before or concurrently with this course. **Level I is enforced in Banner; Level II is enforced 1 st day of class																																																																											
10. Course Purpose: ☐ Program Requirement ☐ General Education ☒ Program Support ☐ Basic Skills/Developmental ☐ Transfer ☐ Industry/Professional Dev ☐ Enrichment		If a program requirement, specify the program(s) _____ _____																																																																									
Please send syllabus for Transfer evaluation to: ☐ EMU ☐ UM ☐ _____ ☐ _____		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. (You can cut and paste from other documents.)

1. Administration
2. Work Experience
3. Duties Log
4. Advising
5. Final Report

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D. 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 Administration

- # 1 The student will complete with the instructor, the placement office, and the employer the following forms: student eligibility form, student agreement, work agreement, student learning objectives/assignments, student evaluation, and student self-assessment report on CO-OP experience.

Unit #2 Work Experience

- # 1 The student will complete the CO-OP work experience according to guidelines.

Unit #3 Duties Log

- # 1 The student will maintain a weekley log of duties.

Unit #4 Advising

- # 1 The student will meet with the faculty advisor at times individually arranged at the beginning of the work assignment.

Unit #5 Final Report

- # 1 The student will complete a final report on the CO-OP experience including the following: description of the assignment, summary of skills and abilities used on the job, ways in which course work was integrated into job tasks, and assessment of how well the objectives established at the beginning of the assignment were achieved.

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E. INSTRUCTIONAL METHODS AND EVALUATION

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

- | | |
|--|--|
| ☐ Lecture/Discussion _____ | ☐ Field Trips _____ |
| ☐ Clinical Instruction _____ | ☐ Team Assignments _____ |
| ☐ Laboratory Assignments _____ | ☐ Demonstrations _____ |
| ☐ Internet Assignments _____ | ☐ Telecourse _____ |
| ☐ Computer Simulations _____ | ☐ Interactive TV _____ |
| ☒ On-Site Work Experience _____ | ☐ Self-Paced Learning _____ |
| ☒ Other <u>Conferences with advising instructor.</u> | |

2. Evaluation Criteria:

- | | |
|---|---|
| ☐ Attendance _____ | ☐ Quizzes _____ |
| ☐ Class Discussion _____ | ☐ Tests _____ |
| ☐ Papers _____ | ☐ Midterm _____ |
| ☐ Portfolio _____ | ☐ Final Exam _____ |
| ☒ Projects <u>Work log.</u> | ☐ Home Work _____ |
| ☐ Reports _____ | ☐ Presentations _____ |
| ☐ Clinical/Work _____ | ☐ Individual Performance _____ |
| ☐ Other _____ | ☐ Group Performance _____ |

3. Attendance Requirements: (For Certification or nonevaluative purposes.)

F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

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

- | | |
|--|--|
| ☐ Lab equipment _____ | ☐ Testing Center _____ |
| ☐ LRC Reserves _____ | ☐ Student Competitions _____ |
| ☐ Computers _____ | ☒ Off-Campus Sites <u>Work Site.</u> |
| ☐ CD ROM's _____ | ☐ Student Tutors _____ |
| ☐ VCR _____ | ☐ Distance Learning Classroom _____ |
| ☐ TV Monitor _____ | ☐ Other _____ |

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

Title:	None.	
Author:		
Publisher:		Copyright Yr: _____ Est. Cost: _____
Title:		
Author:		
Publisher:		Copyright Yr: _____ Est. Cost: _____
Title:		
Author:		
Publisher:		Copyright Yr: _____ Est. Cost: _____
Title:		
Author:		
Publisher:		Copyright Yr: _____ Est. Cost: _____
Additional Texts:		

3. Supplies and/or Uniforms Student will have to Own or Acquire for Course:
(e.g. calculators, uniforms, tools, and software, etc., excluding textbooks.)

Descriptions	Cost Estimates
This will depend on the student's work placement.	

4. Reference Materials Students Will Use:
(e.g. journals, books, manuals, maps, LRC reserves, etc.)

Title	Source/Location

5. Computer Software That Will Be Used:

Title/Name	Source/Location

6. Audio/Visual Materials That Will Be Used: (e.g. films, video tapes, slides, audio tapes, CDs, etc.)

Title/Name	Source/Location