

WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)

For help screens, select a field and press F1

SECTION I COURSE SUBMISSION INFORMATION

1. **Course:** (Enter proposed discipline, number & title here. If changing the number or title of an existing course, give old number or title in box 4 below.)
Discipline/No: UAT 111A **Title:** Principles of Learning in Trade Teaching

Division Code: TEC Department Code: UAT Effective Term: W01 Do not publish in Time Schedule
 Do not publish in College Catalog

2. **Type of Approval:** (applies to both new courses and changes)
 Full Approval
 Conditional Approval
 This proposal previously received conditional approval for the Term: _____

3. **Reason for Submission:** This Course is being submitted for: (check all that apply)
 New Course Approval (Skip the rest of Section I and go directly to Section II.)
 Five-year Syllabus Review No changes to course
 Major Change(s)
 Minor Change(s) (If not due for review, submit sections I, II, and revised parts of Section III.)
 Reactivation of Inactive Course
 Inactivation (Submit Sections I and II only.)

4. **Change Information:** (Check all that apply. Make proposed changes in Section III, Course Syllabus.)

Minor Changes
 Course Discipline/Number (was _____)
 Course Title (was _____)
 Course Description
 Capacity (was: _____)
 Pre or Corequisites
 Course Objectives
 Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ exp _____)
 Distance Learning - minor (Attach Preliminary Approval Form for Distance Learning & the Section Handout.)
 Other _____

Major Changes (Major changes will be reviewed by Curriculum Committee.)
 Credit hours (credits were: _____)
 Core Elements: (Elements to be added: _____ (Elements to be removed: _____)
 Grading
 Course Objectives affecting core elements
 Total Contact Hours (total contact hours were: _____)
 Honors (Attach Honors Section Approval Form.)
 Distance Learning - major (Attach Preliminary Approval Form for Distance Learning & the Student Handout for the Distance Section.)
 Other _____

5. **Rationale for changes:**

SECTION II COURSE REVIEW INFORMATION AND SIGNATURES

1. **Department Review** (To be completed by department chair, if recommendation is no, initial and return to preparer with rationale attached.)

Will significant new resources be required? yes no (If yes, explain _____)
Have departments that may be affected by this course been consulted? yes no (Explain _____)
Does the department support approval of this course? yes no

Print: Patricia Crider Faculty/Preparer Signature: Patricia Crider Date: 2-21-01
Print: _____ Department Chair Signature: Patricia Crider Date: 2-21-01

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

Will significant new resources be required? yes no (If yes, have they been secured? yes no)
Is this a curricular priority for your division? yes no (Comment _____)
What is your estimate of projected enrollment? 20

Recommendation Yes No Division Dean's Signature: Robert R. Buttig Date: 2/21/01

3. **Curriculum Committee Review** (Attach additional comments if necessary.)

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 Vice President's Signature: Mary Altman Date: 3/23/01

Log File: 6/4/01 AEN Code: 137 Catalog File Date: 6/4/01 Vice President's Office: 6/4/01
Course Elements Approved: _____ New Syllabus Date: _____

DISTRIBUTED & FILED

JUN 21 2001

FEB 26 2001

MAR 21 2001

Received 10/24/2000

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SECTION III. COURSE SYLLABUS

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A. COURSE DETAILS (discipline # and title will automatically be entered in 1 and 2 below upon saving or previewing)

1. Course Discipline & No.: <u>UAT 111A</u>		2. Course Title: <u>Principles of Learning Trade Teaching</u>	
3. Course Description: After an examination of learning theory and the principles of learning, the student(s) will examine the elements of trade teaching for the purpose of developing teaching strategies and techniques that can be incorporated into his/her personal teaching style. Topics include: Definitions of kinds of learning, implications for readiness, transfer, retention and motivation. Trade teaching topics to be covered include: Goals of trade education, nature of content, trade teaching process, and managing the learning environment.			
4. Credit Hours: <u>1.5</u> If Variable credit, Give Range: _____ to _____ If repeatable for credit, how many times? _____	5. Class Capacity: <u>70</u> (If nonstandard, attach Class Capacity Exception form.)	6. Course Options: <input type="checkbox"/> Distance learning (Attach preliminary distance approval form and Section Handout.) <input type="checkbox"/> Honors (Complete Part G.) <input type="checkbox"/> P/NP Grading (Attach rationale.)	
7. Contact Hours per Semester in: Lecture: <u>22.5</u> Lab: _____ Clinical: _____ Experiential: _____ Total Contact Hrs: _____	8. Prerequisite(s): <u>ITRN</u> <u>Admission to UAT Program</u> _____ _____	9. Corequisite(s): (limit to 2) _____ _____	
10. a. Course Purpose: <input checked="" type="checkbox"/> Program Specialty <input type="checkbox"/> Program Support <input type="checkbox"/> Nonprogram Specialty <input type="checkbox"/> Transfer <input type="checkbox"/> Enrichment <input type="checkbox"/> Basic Skills	b. Is this course a requirement for a program? <input checked="" type="checkbox"/> Yes (specify the program(s) below) <u>UAT</u> _____ <input type="checkbox"/> No	c. Indicate schools to which you want Curriculum Services to send syllabus: (If transfer is approved, attach documentation.) <input type="checkbox"/> EMU <input type="checkbox"/> UM <input type="checkbox"/> Other _____	

B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics that naturally relate to one another. List in order the major instructional units. Add additional numbers as needed.

1. Principles of Learning
 - a. Definition
 - i. Nature
 - ii. Effects
 - b. Kinds of Learning
 - c. Implications of Readiness
 - d. Drive
 - e. Reinforcement
 - f. Exercise
 - g. Habit
 - h. Transfer of Learning
 - i. Retention
 - j. Motivation

2. Elements of Trade Teaching
 - a. Goal of Trade Education
 - b. Nature of Subject Matter Taught

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- i. Skills
- ii. Information
- iii. Attitude
- c. Process of Trade Teaching
 - i. Establishing lesson goals
 - ii. Preparing to teach
 - iii. Presenting new content
 - iv. Evaluation of learning
 - v. Evaluation of teaching
- d. Managing the Learning Environment
 - i. Role of the trade teacher
 - ii. Characteristics of an effective trade teacher

Title: Principles of Learning in Trade Teaching

Course Description: After an examination of learning theory and the principles of learning the student will examine the elements of trade teaching for the purpose of developing teaching strategies and techniques that can be incorporated into his/her personal teaching style. Topics include: Definitions of kinds of learning, Implications for readiness, transfer, retention and motivation. Trade teaching topics to be covered include: Goals of trade education, Nature of content, Trade teaching process, and managing the learning environment.

Outline:

- I. Principles of Learning
 - a. Definition
 - i. Nature
 - ii. Effects
 - b. Kinds of Learning
 - c. Implications of readiness
 - d. Drive
 - e. Reinforcement
 - f. Exercise
 - g. Habit
 - h. Transfer of Learning
 - i. Retention
 - j. Motivation
- II. Elements of Trade Teaching
 - a. Goal of Trade Education
 - b. Nature of subject Matter Taught
 - i. Skills
 - ii. Information
 - iii. Attitude
 - c. Process of Trade Teaching
 - i. Establishing lesson goals
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