

UAT 139: ADMINISTRATION OF A JOINTLY MANAGED TRAINING PROGRAM (UA 9002)

History

1. Dec 4, 2025 by Sera Bird (sabird)

Viewing: UAT 139 : Administration of a Jointly Managed Training Program (UA 9002)

Last approved: 2025-12-04T08:04:37Z

Last edit: 2025-12-03T18:23:53Z

Effective Term

Winter 2026

Rationale and proposal summary

Course updated to reflect current codes, policies, and technology in the industry.

Course Cover

Full Course Title

Administration of a Jointly Managed Training Program (UA 9002)

Transcript Title

Admin Jointly Mangd Trng 9002

Subject Code

UAT - United Association Training

Course Number

139

Department

United Assoc Dept (UAT Only) (UATD)

Banner Division

ATP

Division/College

Adv Tech/Public Serv Careers (AT)

Org Code

28200

Course Description

In this course, students will review policies and legalities for overseeing a UA Jointly Managed Training Program. Students will collaborate using problem-solving techniques to determine best practices for compliance with current laws affecting training programs. Students will also write policies to support standards of apprenticeship, develop curriculum coordinated with on-the-job learning, maintain accreditation and administer a training program. Limited to United Association program participants.

Has this course been approved for online or online blended?

Yes

Grading method

Standard Letter, Audit

CIP Code

469999 - Construction Trades, Other.

Occupational Indicator

Yes

ACS Code

120

Degree Attributes

BCL - Below College Level Pre-Reqs

Credit hours, contact hours, repeatability**Repeatable for additional credit**

No

Course credits

1.5

Lecture contact hours

22.5

Lab contact hours

1.5

Total Contact Hours

24

Expected Total Contact Hours

24

Prerequisites and prerequisite skill levels**College-Level Math**

No Level Required

College-Level Reading and Writing

College-level Reading and Writing

Approved Level I Prerequisite:

Academic Reading and Writing Levels of 6; UAT 138, may enroll concurrently

Is concurrent enrollment an option for this prerequisite?

Yes

Which courses?

UAT 138

Course Assessment Plan**Learning Outcome****Outcome**

Identify current updates to laws and industry trends for effective administration of a jointly managed apprenticeship training program.

Assessment #1**Assessment Tool**

Outcome-related quiz questions

Anticipated Next Assessment Year

2025

Anticipated Next Assessment Term

Summer

Assessment Cycle

Every Three Years

Anticipated assessment population

All students from all sections

How the assessment will be scored

Answer key

Who does the scoring?

U.A. Instructors

Standard of success

80% of the students will score 80% or higher.

Assessment #2

Learning Outcome**Outcome**

Analyze the policies of local training programs for alignment with standard and legal administration practices.

Assessment #1**Assessment Tool**

Outcome-related group activity

Anticipated Next Assessment Year

2025

Anticipated Next Assessment Term

Summer

Assessment Cycle

Every Three Years

Anticipated assessment population

All students from all sections

How the assessment will be scored

Observational checklist

Who does the scoring?

U.A. Instructors

Standard of success

80% of the students will score 80% or higher.

Assessment #2

Learning Outcome**Outcome**

Demonstrate the utilization of online resources for customization in administering local training programs.

Assessment #1**Assessment Tool**

Outcome-related demonstration

Anticipated Next Assessment Year

2025

Anticipated Next Assessment Term

Summer

Assessment Cycle

Every Three Years

Anticipated assessment population

All students from all sections

How the assessment will be scored

Observational checklist

Who does the scoring?

U.A. Instructors

Standard of success

80% of the students will score 80% or higher.

Assessment #2**Course Objectives**

	Objective(s)
1.	Assess the current status of training program curriculum at the local Training Facility.
2.	Review curriculum materials to ensure compliance with National Guidelines for Apprenticeship Standards.
3.	Discuss current educational technology and its application in the classroom environment.
4.	Identify the current legal requirements for administrating an apprenticeship program and developing guidelines using textbook and online resources.
5.	Discuss the policies that can improve the overall operation of an apprenticeship program.
6.	Discuss the requirements of the Handbook of Accreditation for Registered Apprenticeship Schools and National Employee Retirement Income Security Act (ERISA) Training Institutes.
7.	Describe the industry trends that affect the administration of an apprenticeship program.
8.	Explain the curriculum, on-the-job learning, certification, and accreditation requirements for an apprenticeship program.
9.	Analyze essential areas and policies that can be updated at the local level.
10.	Discuss and practice updating Training Program policy to current standards.
11.	Create a lesson plan for classroom use.

General Education Area(s)**Area 1: Writing**

No

Area 2: 2nd Writing or Communication/Speech

No

Area 3: Mathematics

No

Area 4: Natural Science

No

Area 5: Social and Behavioral Science

No

Area 6: Arts and Humanities

No

MTA General Education

No

Review

Is conditional approval requested?

No

Is this course currently conditionally approved, and you are now submitting it for full approval?

No

Key: 8789

Washtenaw Community College Comprehensive Report

UAT 139 Administration of a Jointly Managed Training Program (UA 9002) Effective Term: Fall 2020

Course Cover

Division: Advanced Technologies and Public Service Careers

Department: United Association Department

Discipline: United Association Training

Course Number: 139

Org Number: 28200

Full Course Title: Administration of a Jointly Managed Training Program (UA 9002)

Transcript Title: Admin Jointly Mangd Trng 9002

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog

Reason for Submission: Course Change

Change Information:

Consultation with all departments affected by this course is required.

Total Contact Hours

Outcomes/Assessment

Objectives/Evaluation

Rationale: Update United Association course

Proposed Start Semester: Fall 2020

Course Description: In this course, students will be provided with an overview of managing and administrating a United Association training program. Through a combination of lecture and discussion, students will examine industry trends, laws affecting training programs, instructional methods and curriculum requirements. Students will also review the Council of Occupational Education (COE) accreditation process and the benefits of UA accreditation of their apprenticeship programs. Limited to United Association program participants.

Course Credit Hours

Variable hours: No

Credits: 1.5

The following Lecture Hour fields are not divisible by 15: Student Min ,Instructor Min

Lecture Hours: Instructor: 22.5 Student: 22.5

The following Lab fields are not divisible by 15: Student Min, Instructor Min

Lab: Instructor: 1.5 Student: 1.5

Clinical: Instructor: 0 Student: 0

Total Contact Hours: Instructor: 24 Student: 24

Repeatable for Credit: NO

Grading Methods: Letter Grades

Audit

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Requisites**Prerequisite**

UAT 138; may enroll concurrently

General Education**Degree Attributes**

Below College Level Pre-Reqs

Request Course Transfer**Proposed For:****Student Learning Outcomes**

1. Identify current updates to laws and industry trends to effectively administer a jointly managed apprenticeship training program.

Assessment 1

Assessment Tool: Outcome-related quiz questions

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

2. Analyze practices and policies currently used at different local training programs to develop administrative practices better aligned with industry standards.

Assessment 1

Assessment Tool: Group activity

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

3. Identify the Council on Occupational Education (COE) accreditation process, its benefits, and the requirements of UA accreditation for apprenticeship programs.

Assessment 1

Assessment Tool: Outcome-related written exam questions

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

Course Objectives

1. Assess the current status of training program curriculum at the local Training Facility.

2. Review the U.A. national survey, tracking certain statistics applicable to each apprenticeship program.
3. Review curricular materials for inclusion into local programs to ensure compliance with National Guidelines for Apprenticeship Standards.
4. Discuss current educational technology and how to apply new concepts in the classroom environment.
5. Navigate textbook and online resources and identify the current legal requirements for administering an apprenticeship program and developing guidelines.
6. Discuss and describe the current industry trends that affect the administration of an apprenticeship program.
7. Discuss curriculum, on-the-job learning, certification and accreditation requirements for an apprenticeship program.
8. Describe and discuss how administrative practices and policies at the students' local Training Centers could be developed to better align with industry standards.
9. Discuss the policies that can improve the overall operation of an apprenticeship program.
10. Update documentation to ensure program policies comply with current standards.
11. Access, navigate and discuss the Council on Occupational Education (COE) website.
12. Review and discuss the requirements of the *Handbook of Accreditation for Registered Apprenticeship Schools and National ERISA Training Institutes*.
13. Discuss the policies and procedures for acquiring and maintaining COE accreditation.

New Resources for Course

Course Textbooks/Resources

Textbooks

International Association of Plumbing and Mechanical Officials. • *UA National Guidelines for Developing Standards of Apprenticeship*, first ed. IAPMO Group, 2019

International Association of Plumbing and Mechanical Officials. *Trustee Handbook*, first ed. IAPMO Group, 2019

Council of Occupational Education . *Handbook of Accreditation for Registered Apprenticeship Schools and National ERISA Training Institutes*, ed. Council on Occupational Education , 2019

Manuals

Periodicals

Software

Equipment/Facilities

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer:		
<i>Tony Esposito</i>	<i>Faculty Preparer</i>	<i>Aug 25, 2020</i>
Department Chair/Area Director:		
<i>Marilyn Donham</i>	<i>Recommend Approval</i>	<i>Sep 23, 2020</i>
Dean:		
<i>Jimmie Baber</i>	<i>Recommend Approval</i>	<i>Oct 01, 2020</i>
Curriculum Committee Chair:		
<i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>Oct 30, 2020</i>
Assessment Committee Chair:		
<i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Nov 04, 2020</i>
Vice President for Instruction:		
<i>Kimberly Hurns</i>	<i>Approve</i>	<i>Nov 09, 2020</i>