

# TRL 111: MENTORSHIP MATTERS TRAIN THE TRAINER

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## Completed Workflow

1. C&A Office (sabird@wccnet.edu; aabooker@wccnet.edu; cacevans@wccnet.edu; kgwu@wccnet.edu; bjlinford@wccnet.edu)
2. Vice President for Instruction (hbhirth@wccnet.edu; brtucker@wccnet.edu)
3. Banner (cacevans@wccnet.edu)

## Approval Path

1. 2025-10-31T19:31:09Z  
Sera Bird (sabird): Approved for C&A Office
2. 2025-11-10T03:33:35Z  
Brandon Tucker (brtucker): Approved for Vice President for Instruction
3. 2025-12-17T08:04:41Z  
Approved for Banner

## History

1. Dec 17, 2025 by Sera Bird (sabird)

## New Course Proposal

### Viewing: TRL 111 : Mentorship Matters Train the Trainer

Changes proposed by: Sera Bird (sabird)

#### Effective Term

Winter 2026

#### Rationale and proposal summary

New Course for Skill Trade Union program

## Course Cover

#### Full Course Title

Mentorship Matters Train the Trainer

#### Transcript Title

Mentorship Matters

#### Subject Code

TRL - Trade Related Learning

#### Course Number

111

#### Department

United Association Dept (UASD)

#### Banner Division

ATP

#### Division/College

Adv Tech/Public Serv Careers (AT)

#### Org Code

28000

#### Course Description

In this course, students will develop effective skills to present Mentorship Matters workshops at local training centers. Students will be introduced to the content, materials, and trainers available to deliver the Six Steps for Mentors, whose core topics include communication, equity, diversity, and inclusion in the workplace. Students will also address harassment and policy issues in apprenticeship programs as outlined by the U.S. Department of Labor. At the end of the class, students will present a course-related lesson plan. Limited to approved union program participants.

#### Planned Delivery Format

Face to Face

**Has this course been approved for online or online blended?**

No

**Grading method**

Standard Letter, Audit, Academic Forgiveness

**CIP Code**

469999 - Construction Trades, Other.

**Occupational Indicator**

Yes

**ACS Code**

130

**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

**Is concurrent enrollment an option for this prerequisite?**

No

**Course Assessment Plan**

**Learning Outcome**

**Outcome**

Identify current anti-harassment policies established by the Office of Apprenticeship and the Department of Labor.

**Assessment #1**

**Assessment Tool**

Outcome-related quiz

**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?**

Skill Trades instructor

**Standard of success**

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

**Assessment #2**

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**Learning Outcome****Outcome**

Present a course-related lesson plan using appropriate multimedia materials, training devices and teaching aids.

**Assessment #1****Assessment Tool**

Observational checklist

**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**

Checklist

**Who does the scoring?**

Skill Trades instructor

**Standard of success**

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

**Assessment #2**

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**Course Objectives**

|     | Objective(s)  |
|-----|---|
| 1.  | Describe the principles of effective mentorship.  |
| 2.  | Describe the requirements and policies of the U.S. Office of Apprenticeship and the U.S. Department of Labor (DOL) as it applies to mentorship. |
| 3.  | Describe the requirements and policies of the U.S. Office of Apprenticeship and the U.S. Department of Labor (DOL) as it applies to harassment. |
| 4.  | Discuss the process of effective communication between apprentices and mentors.   |
| 5.  | Discuss and demonstrate small group activities and exercises that can be incorporated into the course.  |
| 6.  | Present a lesson plan that can be taught at the student's local training facility.  |
| 7.  | Discuss the cost savings and benefits of implementing a mentor program at the student's local training facilities.                              |
| 8.  | Discuss mentor roles and responsibilities as they apply to apprentices.   |
| 9.  | Discuss local training facilities' compliance with current Office of Apprenticeship and DOL standards.  |
| 10. | Present a lesson plan for classroom discussion and peer review.   |

**Resources****Will there be an additional fee on this course?**

No

**Are you planning to use First-Day resources?**

No

**Will this course always be OER/No Cost Resources?**

No

**Describe any resource needs**

N/A

**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: 9233