

TRL 111: MENTORSHIP MATTERS TRAIN THE TRAINER

Completed Workflow

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2. Vice President for Instruction (hbhirth@wccnet.edu; brtucker@wccnet.edu)
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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

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

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