**Program Outline**

**Title:**

**Originator: Date** Click or tap to enter a date.

**Department:**

**College/Learning Pathway/Engagement Center:** Choose an item.

 **College:** [ ]  **Moreno Valley College** [ ]  **Norco College** [ ]  **Riverside City College***(Please note: Apprenticeships are college specific. If multiple colleges wish to adopt this apprenticeship, a separate proposal and college specific supporting documents are required.)*

**TOPs Code:** **CIP Code:**

**Credit Type:** [ ]  Credit apprenticeship [ ]  Non-credit apprenticeship

**This is a:** [ ]  New apprenticeship\* [ ]  Modification to an existing apprenticeship

**\*New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

[ ]  Yes, minutes attached [ ]  Approval Pending

[ ]  No Capital or Budgetary Impacts

**If this is a modification to an existing apprenticeship, please specify the changes being made:**

*(Please be specific! Indicate any changes such as title, learning outcomes, course changes, unit values, etc.)*

**Rationale:**

*(Please note: This information will be presented to the Board of Trustees.)*

**Required Documentation**

Please submit this form and the documents outlined below to your college’s Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

**All new and modified program submissions must include the following:**

[ ] Evidence of district-wide discipline communication

[ ] Department minutes showing approval

[ ] Narrative *(see following page)*

[ ] Labor Market Information and Analysis *(required for new apprenticeships and modifications)*

[ ] Approval letter from the California Division of Apprenticeship Standards (DAS) *(required for new apprenticeships and modifications. The approval documentation must list the specific campus approved.)*

**Program Narrative**

**Item 1. Program Goals and Objectives**

*Must address a valid workforce preparation purpose and may address transfer preparation.*

**Item 2. Catalog Description**

*Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.*

**Item 3. Program Requirements**

*Includes course requirements and sequencing that reflect program goals.*

**Item 4. Master Planning**

*Must address how the apprenticeship fits in the mission, curriculum, and master planning of the college and higher education in California.*

**Item 5. Enrollment and Completer Projections**

*Projection of number of students to earn apprenticeship annually.*

**Item 6. Place of Program in Curriculum/Similar Programs**

*Must address how the apprenticeship fits in college’s existing program inventory.*

**Item 7. Similar Programs at Other Colleges in Service Area**

*Justification of need for apprenticeship in the region.*

**Item 8. Transfer Preparation Information (if applicable)**

*If transfer preparation is a component of the program, please provide transfer preparation information.*