

Submit original with signatures + 1 copy+ electronic copy to UAF Governance.

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

**TRIAL COURSE OR NEW COURSE PROPOSAL**

**SUBMITTED BY:**

Department	Civil and Environmental Eng.	College/School	CEM
Prepared by	Robert Perkins	Phone	474 7694
Email Contact a	- 7 ( n p e ) 2 ( r ) 2 ( k		

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Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

OTHER HOURS (specify type)	N/A
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10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

**CE F659A, Mentoring Skills,1 credit**

This course will provide insight into how to “train the trainer.” It will incorporate the role of HR department and relevant case studies to enable students to understand key principles, and

**The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.**

**ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)**

	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		

# Outline Syllabus

## Mentoring Skills

### 1. Course information:

Mentoring Skills, CE F659A, One credit,  
Prerequisites: Recommended Admission to the Graduate Certificate in Construction Management Program.

*Location and Meeting Time* will be specific to each offering of the course.

### 2. Instructor (and if applicable, Teaching Assistant) information:

*Instructors Name, Office Location, Office Hours, as well as Telephone and Email* contact information will be specific to each offering of the course.

### 3. Course readings/materials:

Handout of text material and assigned material students will download from the Internet.

### 4. Course description:

This course will provide insight into how to “train the trainer.” It will incorporate the role of HR department and relevant case studies to enable students to understand key principles, and learn skills and behaviors to enhance knowledge transfer

### 5. Course Goals (general), and (see #6)

Improve the student’s skills in managing construction and personnel.

### 6. Student Learning Outcomes (more specific)

Understand the role the project manager has in imparting mentoring skills in employees.  
Understand the skills and principles of knowledge transfer and the resources available to senior employees.

### 7. Instructional methods:

Face to face lecture and remote lectures via video conferencing, student presentations and reports. Students will use the Internet to download some instruction material.

### 8. Course calendar:

#### Class 1

Introduction.

Purpose and Job of a Mentor

## Corporate Mentoring Programs

### Class 2

Mentoring assistance and the HR department

Mentoring Skill Sets

- Communication

- Information Transfer

### Class 3

Mentoring Skill Sets

- Listening