

<p>Policy Statements: University Policies</p>	<p>Each student must demonstrate proficiency in the use of the English language in written assignments/papers submitted for this course. Grammatical errors, spelling errors, and writing that do not express ideas clearly will affect your final grade. Students are advised to use <u>The Publication Manual of the American Psychological Association</u> for form, style, and general writing principles.</p> <p>Academic Honesty: Students who are discovered cheating or committing plagiarism will be awarded a failing grade in this course and may be subject to dismissal or further discipline.</p> <p>Attendance Policy: Students are expected to attend each class, be on time and remain for the entire period. Two absences (excused or unexcused) will result in failure for the term. Please turn off all cell phones during the class period.</p>	
<p>Course Policies</p>	<p>The instructor is free to change course content or assignments according to her professional discretion.</p>	
<p>Weekly Schedule</p>	<p>Week 1</p>	<ul style="list-style-type: none"> • Introduction: Review Syllabus and Class Requirements • Textbook Preview – process for covering chapters • Form Work Groups • Lecture/Discussion: How to Conduct a Needs Assessment • Text: Chapters 1 & 2
	<p>Week 2</p>	<ul style="list-style-type: none"> • Chapters 3 • Lecture/Discussion: How to Conduct a Needs Assessment (con.) • Action Learning Exercises
	<p>Week 3</p>	<ul style="list-style-type: none"> • Chapter 4 • Lecture/Discussion: The Adult Learner • Handouts on Adult Learning Theory; Bloom’s Taxonomy; & Basic Principles of Learning • Team Teaching
	<p>Week 4</p>	<ul style="list-style-type: none"> • Chapter 5 • Lecture/Discussion: How to Write Specific Behavioral Objectives • Handout: Writing Measurable Objectives • Team Teaching • Needs Assessment Paper Due • Prepare for Mid-Term
	<p>Week 5</p>	<ul style="list-style-type: none"> • Mid-Term Exam (Text & class notes) • Chapter 6 • Lecture/Discussion: The Design Process • Work Group Exercises
	<p>Week 6</p>	<ul style="list-style-type: none"> • Chapters 7 & 8 • Lecture/Discussion: The Design Process (con.) • Work in Groups on Training Proposal • Adult Learning Styles

	Week 7	<ul style="list-style-type: none"> • Chapters 9 &10 • Lecture/Discussion: The ROI Process Model • Work in Groups on Training Proposal • How to Market a Training Program
	Week 8	<ul style="list-style-type: none"> • Chapter 11, 12& 13 • Lecture/Discussion: Future Trends in T & D • Work in Groups in Marketing your program • Prepare for Final Exam • Training Proposal Due
	Week 9	<ul style="list-style-type: none"> • Training Presentations • Final Exam • Summary & Evaluation of Course
Additional Information	None	

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