

<b>Course</b>	<b>HRDV 5000 – Introduction to Human Resources Development</b>
<b>Term</b>	Fall II, Oct 19 – Dec 18, 2009
<b>Instructor</b>	Name: Pat Sweeden Phone: 501-955-8556 Email: <a href="mailto:Jsweeden@webster.edu">Jsweeden@webster.edu</a>
<b>Catalog Description</b>	This course introduces the area of human resources development. The objective of the course is to expose students to the breadth of human resources development topics. The primary topics are training and development, career management, and organizational development and change. A wide variety of secondary topics may also be covered in this course, including learning principles, evaluation of human resources development interventions, employee orientation and socialization, performance management and coaching, diversity, and employee counseling.
<b>Prerequisites</b>	NONE
<b>Course Level Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Students will be able to <b>determine</b> HRD needs in organizations.</li> <li>2. Students will be able to <b>propose</b> HRD programs and solutions for relatively simple organizational problems.</li> <li>3. Students will be able to <b>illustrate</b> how HRD programs influence multiple stakeholder groups.</li> <li>4. Students will be able to <b>apply</b> simple criteria to <b>assess</b> the effectiveness of HRD programs in their own organizations.</li> <li>5. Students will be able to <b>compare</b> textbook descriptions of HRD programs and processes to their own experiences in work organizations.</li> <li>6. Students will be able to <b>validate</b> the relevance and adequacy of their own organization's HRD programs.</li> <li>7. Students will be able to <b>interpret</b> the significance of HRD in organizations.</li> </ol>
<b>Materials</b>	<i>Human Resource Development</i> , 5th Edition Jon M. Werner , Randy L. DeSimone Published by South-Western ISBN: 0-324-57874-1

<p><b>Grading</b></p>	<p>Your final grade will be based on:</p> <ul style="list-style-type: none"> <li>1) Field study (20%)</li> <li>2) Mid-term exam (25%)</li> <li>3) Short paper 15%</li> <li>4) Presentation (15%)</li> <li>5) Final exam (25%)</li> </ul> <p><b>Grading Scale</b> 93-100 A 90-92 A- 87-89 B+ 83-86 B 80-82 B- 70-79 C 0-69 F</p> <p><b>Course Requirements</b> The GRADUATE catalog provides these guidelines and grading options:</p> <p>A/A– Superior graduate work          B+/B/B– Satisfactory graduate work          C Work that is barely adequate as graduate-level performance          CR Work that is performed as satisfactory graduate work (B– or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.          F Work that is unsatisfactory          I Incomplete work          ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal.          IP In progress          NR Not reported          W Withdrawn from the course</p>
<p><b>Activities</b></p>	<p>Videos, handouts and other visual aids will be used during classes. Additional material will be posted online (Connections Blackboard) for this class to aid students in completing their assignments.</p> <p><b>Refer to Course Requirements handout for activities and assignments required in this course.</b></p>
<p><b>Policy Statements: University Policies</b></p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p>

A student may submit their term paper to the On-Line Writing Center in St. Louis by email and have a coach make suggestions/corrections. It is up to the student to allow sufficient time (7-10 days) for this process to be utilized and still turn in the term paper on the assigned date. Go to <http://www.webster.edu/acadaffairs/asp/wc/online.html>

**Academic Honesty**

The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.

**Drops and Withdrawals**

Please beware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.

**Special Services**

If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.

**Disturbances**

Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, or other electronic devices must be turned off, or switched to vibrate, when you enter the classroom.

Disruption of class, whether by latecomers, noisy devices, or inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.

**Student Assignments Retained**

From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.

	<p><b>Contact Hours for this Course</b> It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>		
<b>Course Policies</b>	The instructor is free to change course content or assignments according to his professional discretion.		
<b>Week 1:</b>	<p><b>Introduction to Human Resource Development.</b> Course overview, assignments and major projects will be outlined and discussed.</p>	1	Field Study Assignment
	<p><b>Influences on Employee Behavior</b> What motivates employees?</p>	2	
<b>Week 2:</b>	<p><b>Learning and HRD</b> Basic principles of learning The HRD Process Model</p>	3	Learning Styles Assessment
<b>Week 3:</b>	<p><b>Assessing HRD Needs</b> Determining needs</p>	4	Field Study discussions.
	<p><b>Designing HRD Programs</b> Training and other interventions.</p>	5	
<b>Week 4:</b>	<p><b>Implementing HRD Programs</b> Implementing interventions</p>	6	Field Study discussions.
	<p><b>Evaluating HRD Programs</b> Evaluating progress against objectives.</p>	7	
<b>Week 5:</b>	<p><b>Midterm Exam</b></p> <p><b>Field Study due</b></p>	1-7	Field Study discussions.
<b>Week 6:</b>	<p><b>HRD Applications</b> On boarding</p>	8	Experiential activities
	<p>Skills &amp; Technical Training</p>	9	
	<p>Coaching and Performance Mgt</p>	10	



<b>Week 7:</b>	<b>HRD Applications</b> Career Management Organizational Development	12 13	Experiential activities
<b>Week 8:</b>	<b>Human Resource Information Systems</b> Uses of information systems in organizations today		Student Presentations
<b>Week 9:</b>	<b>Final Exam</b> <i>Comprehensive</i> <b>Short Paper &amp; Presentation due</b>	None	Student Presentations
<b>Additional Information</b>	Webster Connections (Blackboard) will be used in this course for sharing information, providing assignments and taking online assessments. Please be sure you are able to log on prior to the first class.		
<b>Approved by</b>	Michael Hostetler, Faculty Coordinator, 19 May 2009		