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| Course | HRDV 5610 - Training and Development |
| Term | Summer, June 1 – Aug 1, 2009 |
| Instructor | Name: Pat Sweeden Phone: 501-955-8556 Email: jsweeden@webster.edu |
| Catalog Description | Rapid changes in technology and job design, along with the increasing importance of learning- and knowledge-based organizations, make training and development an increasingly important topic in human resources development. In this course, the student will learn how to 1) identify training and development needs through needs assessments, 2) analyze jobs and tasks to determine training and development objectives, 3) create appropriate training objectives, 4) design effective training and development programs using different techniques or methods, 5) implement a variety a different training and development activities, and 6) evaluate training and development programs. |
| Prerequisites | NONE |
| Course Level Learning Outcomes | <ol style="list-style-type: none"> 1. Students will be able to analyze Human Resource Development situations. 2. Students will be able to synthesize intellectual understanding of HRD models with methodological competencies. 3. Students will be able to implement Human Resource Development solutions to real organizational problems. 4. Graduates will be able to measure their results against HRD theory-based criteria and standards of performance 5. Students will be able to perform a needs assessment. 6. Students will be able to analyze jobs and tasks to determine training and development objectives. 7. Students will be able to create appropriate training objectives. 8. Students will be able to design effective training and development programs. 9. Students will be able to implement a variety of training and development activities. 10. Students will be able to evaluate training and development programs. |
| Materials | <i>Employee Training & Development</i> , Fourth Edition, Raymond A. Noe ; McGraw-Hill ISBN: 978-0-07-340490-5 |
| Grading | Course Requirements: <ol style="list-style-type: none"> 1. Midterm Exam 25% 2. Sample <i>Active</i> Learning Activity 10% 3. Major Project (team presentation) 30% 4. Final Exam 35% |

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| | <p>Grading Scale 93-100 A 90-92 A- 87-89 B+ 83-86 B 80-82 B- 70-79 C 0-69 F</p> <p>Course Requirements 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>Activities</p> | <p>This course will utilize a variety of learning activities to demonstrate and reinforce content. In addition, each student will be required to participate in the following:</p> <ul style="list-style-type: none"> • Active Learning Activity – find/design a learning activity that fulfills the definition of “active learning” and demonstrate for the class. • Major Assignment – work with a team to design and deliver an <i>active</i> training session. |
| <p>Policy Statements: University Policies</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> <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</p> <p>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.</p> |

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| | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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> <p>Contact Hours for this Course 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> |
| <p>Course Policies</p> | <p>This course will use the Connections Blackboard World Classroom system to post assignments, announcements and other activities. Each student will be required to log in and utilize the system.</p> |

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| Week 1: | <ul style="list-style-type: none"> • Introductions & Review Syllabus and Class Requirements • Overview of Training & Development • Textbook Preview – process for covering chapters • Form Teams for Major Project • Intro to Active Learning • Exercise |
| Week 2: | <ul style="list-style-type: none"> • Chapters 1 & 2 (Intro. To Training and Development & Strategic Training) • Learning Activity • Stages of Team Development and Team Success factors |
| Week 3: | <ul style="list-style-type: none"> • Chapters 3-4 (Needs Assessment & Learning Theories) • Strategies for Effective Training (Training Objectives, Designing Training) • Learning Style Assessment |
| Week 4: | <ul style="list-style-type: none"> • Chapters 5 –6 (Transfer of Training & Training Evaluation) • Prepare for Mid-Term |
| Week 5: | <ul style="list-style-type: none"> • Mid-Term Exam (Noe Text & class notes) • Active Learning Demonstrations |
| Week 6: | <ul style="list-style-type: none"> • Chapters 7-8 (Training Methods & E-Learning) • Active Learning Demonstrations • Work in Teams on Major Project |
| Week 7: | <ul style="list-style-type: none"> • Chapters 9-10 (Employee Development & Special Issues) • Active Learning Demonstrations • Work in Teams on Major Project |
| Week 8: | <ul style="list-style-type: none"> • Chapter 11-12 (Careers, Career Management, and Special Challenges) • Major Project Due – Team Presentations • Prepare for Final Exam |
| Week 9: | <ul style="list-style-type: none"> • Final Exam (all material) • Team Presentations - if necessary |
| Additional Information | |
| Approved by | Michael Hostetler, Faculty Coordinator, 3/16/2009 |