

Course Syllabus

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| Course | HRDV 5000 57 INTRODUCTION TO HUMAN RESOURCES DEVELOPMENT |
| Term | Fall 1, 2009, Ft. Sam Houston, Texas |
| Instructor | Name: John De La Garza Phone: (210) 422-3007 Email: jdelagarza84@webster.edu |
| Catalog Description | 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 development, 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. |
| Prerequisites | None |
| Course Level Learning Outcomes | <ol style="list-style-type: none"> 1. Students will be able to determine HRD needs in organizations. 2. Students will be able to propose HRD programs and solutions for relatively simple organizational problems. 3. Students will be able to illustrate how HRD programs influence multiple stakeholder groups. 4. Students will be able to apply simple criteria to assess the effectiveness of HRD programs in their own organizations. 5. Students will be able to compare textbook descriptions of HRD programs and processes to their own experiences in work organizations. 6. Students will be able to validate the relevance and adequacy of their own organization's HRD programs. 7. Students will be able to interpret the significance of HRD in organizations. |
| Materials | Text: <i>Human Resource Development. 5th Edition</i> Authors: De Simone and Werner Publisher: South-Western Cengage Learning ISBN-13: 978-0-324-57874-4 ISBN-10: 0-324-57874-1 |

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| <p>Grading</p> | <p><u>Grading Parameters</u></p> <table border="0"> <tr> <td>1. HRD Concept Critique</td> <td>10%</td> </tr> <tr> <td>2. Class Participation</td> <td>10%</td> </tr> <tr> <td>3. Research Paper</td> <td>30%</td> </tr> <tr> <td>4. Audit Project</td> <td>20%</td> </tr> <tr> <td>5. Mid-Term Exam</td> <td>15%</td> </tr> <tr> <td>6. Final Exam</td> <td>15%</td> </tr> </table> | 1. HRD Concept Critique | 10% | 2. Class Participation | 10% | 3. Research Paper | 30% | 4. Audit Project | 20% | 5. Mid-Term Exam | 15% | 6. Final Exam | 15% |
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| <p>Activities</p> | <ul style="list-style-type: none"> • Students will be required to orally report on a customer service experience (part of the 10% class participation requirement). • Students will be required to critique HRD concepts and present them to class (10%). • Research Paper (30%): A 12 to 15 page, inquiry paper will be required of each student in APA format. <u>Research for the paper will be at least 50% from the Webster University Passports Library.</u> In addition to a hard copy of the research paper, the paper will also be electronically submitted. Topics to select from will be relevant to the field of Human Resource Development. The purpose of this paper is for the student to gain an in-depth understanding of a topic that is of interest to her/him. <u>This research paper must be an original research paper having never been submitted to an academic institution, Webster University, or any other college or university.</u> • Audit Project (20%): Students will be required to audit an HRD or Training function of an organization and develop a presentation for class review. Weekly assignments will be due for turn-in, these assignments in addition to attendance will be utilized as the basis for the 10% identified in the syllabus. A hard copy of the plan will be required for instructor's review and will not be returned. • Midterm (15%) and final (15%) examinations with multiple choice and essay questions. | | | | | | | | | | | | |
| <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>Academic Honesty</p> <p>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 be aware 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, disruption of class by 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>The instructor is free to change course content or assignments according to their professional discretion.</p> |
| Course Policies | Late Assignments will result in points deducted from the final grade. A “computer problem” is NOT an acceptable excuse for a late assignment. Late written assignments should be given to or emailed to the instructor. |
| Weekly Schedule | <p>Pre-Assignment for Week 1</p> <ul style="list-style-type: none"> • None <hr/> <p>Week 1</p> <ul style="list-style-type: none"> • Introduction to the course, course requirements, instructor expectations, and methodology for grading. Lecture topics: HR – Orientation, History Environment, and Role. Outside activities: identify available HR reference materials for literature review and student presentations. Introduction to Passport-Eden Library. Identify a topic and a hypothesis statement for the literature review. Read Chapters 1, 2, & 3. |

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| | <p>Week 2 • Lecture topics: How people learn; maximizing learning; training assessment and impact. Outside activities: as directed by e Reserves. Read Chapters 4 & 5. Chapter discussion and student presentations.</p> <hr/> <p>Week 3 Lecture topics: HR program design; training the trainers; training implementation and methodology. Outside activities: as directed by e Reserves. Read Chapters 6 & 7. Chapter discussion and student presentations.</p> <hr/> <p>Week 4 • Lecture topics: Evaluating HRD programs. Outside activities: as directed by e Reserves. Read Chapter 8 & 9. Mid-Term Exam Review. Chapter discussion and theory presentation.</p> <hr/> <p>Week 5 • Lecture topics: Employee orientation and teaming techniques. Outside activities: as directed by e Reserves. Mid Term Exam. Read Chapters 10 & 11. Chapter discussion and theory presentation.</p> <hr/> <p>Week 6 • Lecture topics: Basic skill acquisition and maintenance; technical training; labor relations; and, management coaching. Read Chapters 12 & 13. Outside activities: as directed by e Reserves. Chapter discussion and student presentations.</p> <hr/> <p>Week 7 • Lecture topics: Counseling; counseling programs; employee assistance programs (EAP); stress management; and, career management and development. Student presentations. Outside activities: as directed by e Reserves. Read Chapters 14 through 15. Chapter discussion and student presentations. Research Papers due.</p> <hr/> <p>Week 8 • Lecture topics: Management and leadership dichotomy; global management; organizational development; and cultural diversity. Chapter discussion and theory presentation. Chapter discussion and student presentations. Final Exam review.</p> <hr/> <p>Week 9 • Lecture topics: Future trends in Human Resources Development. Summative learning. Final Exam and Final Project Presentations.</p> |
| Additional Information | <ul style="list-style-type: none"> • All written assignments are to follow the guidelines of the <i>Publication manual of the American Psychological Association, 5th edition.</i> • Instructor reserves the right to make changes to the syllabus during the semester, if needed, for instructional purposes. |

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