

# UPPER IOWA UNIVERSITY EXTERNAL DEGREE PROGRAM

## BA 371-06 TRAINING AND DEVELOPMENT

### **COURSE DESCRIPTION:**

This course involves the evaluation and study of trends in human resource training, education, and development activities within organizational settings. Three semester credits.

### **REQUIRED MATERIALS:**

1. **Text:** Noe, Raymond A Employee Training and Development. 3<sup>rd</sup> Edition. McGraw-Hill 2005 ISBN 0-07-287550-X
2. Syllabus

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: [www.uiu.edu](http://www.uiu.edu). Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select External Degree for your location.

### **COURSE GOALS:**

Primarily to acquaint the student in this course with the systematic nature of how training is developed and measured for effectiveness. Also, the varied skill sets that are required in the training and development field.

### **LEARNING OBJECTIVES:**

1. Identify the role of training and development within the HR strategic framework.
2. Evaluate and improve an existing training program/s.
3. Design and develop a training program.
4. Analyze several training techniques used in assessment.
5. Describe the evaluation process. Know why training must be tied to the strategic goals of the organization.

### **SKILLS:**

This course is designed to give the student an overview of what constitutes “Training & Development” in any organization. The student will be exposed to a model of training & development that will frame his or her study of this topic area. The student will use and further develop communication skills, analytical, critical thinking, and problem-solving skills. This course will further require students to be able to make critical judgments about what is necessary

to “train” and or “develop” employees in an organization. Students will develop and or further define their writing skills which will support writing across the curriculum and assist the student when completing their senior project.

### **MEETING GENERAL EDUCATION AND MAJOR GOALS:**

#### General Education Goals

- Presentation skills
- Ability to distinguish between fact and fiction
- Logical development and analysis
- Ability to use information to aid problem solving
- Ability to use support material
- Awareness of the mutually dependent relationship between human beings and their environment
- Creativity and Innovation

#### HRM Major Goals

- Understanding of management concepts
- Understanding of training & development issues based on adult learning theory
- Understanding of the role of information systems & technology in HR management
- Understanding of the ethical and legal requirements in developing people

### **WRITING PROFICIENCY:**

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase one of the two APA guide/manual listed on the UIU website.

1. Publication Manual of the American Psychological Association. \$27.00 new.
2. World’s Easiest Guide to Using APA. \$22.00 new.

### **HOW IS YOUR GRADE DETERMINED:**

#### **WRITTEN INTERVIEW (unit 6)**

Each student should conduct an interview with someone they have identified that has an impact on training and development in an organization. This should be someone in a business or public area, preferably not a family or friend. Your interview should address what this policy maker has identified as “training and development” needs, what process they use to determine their training and development needs. Also, you should try to identify who the stakeholders are that have an interest in training and development in their organization. All work must be typed or word-processed, following the APA style with proper citations and references. (300 points)

#### **END OF CHAPTER QUESTIONS (MULTIPLE CHOICE) (units 1-5)**

At the end of each chapter will be five (5) multiple choice questions. Each question is worth 5 points. The questions should be answered on the answer sheet provided at the end of each unit. Total points for this section is 325.

### **END OF CHAPTER DISCUSSION QUESTIONS (WRITTEN RESPONSE QUESTIONS) (units 1-5)**

At the end of each chapter are questions from the text that will require you to analyze, problem-solve and answer in an essay format. You will be asked to answer three questions from each of the 13 chapters. Each question is worth 10points. Total points for this section is 390 points. Please see the syllabus for the “end of chapter discussion questions

### **UNIT SUBMISSIONS**

Remember, each unit must have the following submitted:

- Answers to the assigned ‘end of chapter’ discussion questions.
- Answers to the assigned “end of chapter’ multiple choice questions.

### **EXAMS:**

There will be two (2) exams in this course. Each exam will be 450 points. The exams will consist of 300 points of Multiple Choice Questions (50 questions worth 6 points each). The remaining 150 points will be essay. The essays will be broad themes or topics in one or more of the chapters of the units being tested. The best way to study for them is to be capable of responding to the learning objectives at the beginning of each chapter. The Multiple Choice Questions will be spread across all of the chapters covered in the units being test on. See the page in the syllabus for Exam 1 & 2 to learn what chapters will be covered in each exam.

**NOTE: In order to pass this course, you must get a passing grade ("D" or better), in one of the two exams and have enough cumulative points to earn a passing grade!**

### **GRADING POLICY:**

A wide range of criteria focusing on both personal and group efforts are included in any student’s individual evaluation. With a concerted effort, everyone can attain the “A” grade. This class will not be judged on a curve. All work must be turned in and be original. Plagiarism will NOT be tolerated. Any deviations from the syllabus, while reserved by the instructor, will be discussed with the class as a whole. If at any time you have questions on the class or something comes up, please contact me.

### **COURSE GRADING:**

The Upper Iowa University grading system will be followed.

**90-100 = A**  
**80-89 = B**  
**70-79 = C**  
**60-69 = D**  
**Below 60 = F**

### **COURSE GRADE ESTABLISHMENT:**

<b>End of Chapter Discussion Questions</b>	<b>(10pts/ea)</b>	<b>390</b>
<b>End of Chapter Multiple Choice Questions</b>	<b>(5pts/ea)</b>	<b>325</b>
<b>Midterm Exam</b>		<b>450</b>
<b>Final Exam</b>		<b>450</b>
<b>Written Interview</b>		<b>300</b>
	<b>Total</b>	<b>1915 pts</b>

### **UPPER IOWA UNIVERSITY USES A STANDARD GRADING SYSTEM:**

**A** = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

**B** = Understanding material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

**C** = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

**D** = Quality and quantity written and oral work is below average and barely acceptable.

**F** = Quality and quantity written and oral work is unacceptable.

### **CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:**

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2006/07 page 94.

[http://www.uiu.edu/catalogs/eu/html/univ\\_policies.html#cheating](http://www.uiu.edu/catalogs/eu/html/univ_policies.html#cheating)

### **ATTENDANCE:**

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

### **LIBRARY RESOURCES:**

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. For InfoTrac access information, please contact the library at [library@uiu.edu](mailto:library@uiu.edu).

### **WITHDRAWAL:**

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

### **SPECIAL NEEDS:**

If you require accommodation for special needs, please provide documentation to: Director of External Degree.

**This syllabus is tentative and subject to change.**