

Upper Iowa University  
BA-371 TRAINING AND DEVELOPMENT  
October 27 – December 20, 2008

The following syllabus is for the course BA 371 – Training and Development. Please contact the instructor with any questions.

COURSE NAME

Training and Development, BA 371  
3 Credit Hours

LOCATION

Upper Iowa University – Madison Center  
Madison, WI

TERM INFORMATION

Mondays 5:30 - 10:00PM

REQUIRED READING

- Noe, Ramond A., Employee Training and Development, 4<sup>th</sup> Ed. New York: McGraw-Hill Irwin: 2008.
- Other articles/resources distributed by the instructor.

COURSE DESCRIPTION

This course involves the evaluation and study of trends in human resource training, education and development activities within organizational settings. This course will provide students with learning activities to encourage critical thinking about training and development issues and trends in the workplace today, and in the future. The major goal of this course is to provide the knowledge to recognize when it is appropriate to use training and development to resolve and/or implement performance improvement. Equally important is to be able to work together in small groups (during class time) supporting each other as students design and implement an effective training program consistent with the course material covered.

COURSE OBJECTIVES

Upon successful completion of this course, students will have demonstrated the following competencies:

- Identify the role of training and development within the HR strategic framework;
- Design a needs assessment that will be used to identify training needs;
- Demonstrate knowledge of adult learning concepts including theories and transfer of training;
- Demonstrate the ability to analyze human performance problems systematically, identifying the root cause of problems, designing and implementing appropriate solutions;
- Demonstrate written performance objectives and measures;
- Create delivery of instruction using effective methodologies;
- Describe the evaluation process;
- Demonstrate knowledge of contemporary and future training and development issues, including traditional training methods and new technologies; and

- Apply training and development concepts to performance management and career development.

#### HUMAN RESOURCES MANAGEMENT MAJOR GOALS

The purpose of a human resources management major is to build on the foundation of the business core to enable the learner to apply specific skills, knowledge and ethical standards to strategic planning, staffing, training and development, compensation and employee relations. This course fulfills the following program goal: evaluate training and development issues based on adult learning theory. In addition, this course satisfies the overall program goal pertaining to business writing.

#### SKILLS

The presentation project, reading material and in class discussions in the course will address current organizational development trends and practices. Learners will learn and demonstrate understanding of these trends and practices. The exams will demonstrate grasp of the reading and lecture materials. In addition, learners will display critical thinking and analytical skills when answering short answer exam questions, during group/in-class discussions and in completing the individual project. Additionally, the short answer quiz questions will challenge individuals to keep thoughts coherent and concise while writing thorough essay responses.

#### EXPECTATIONS

Learners will be responsible for materials covered in lectures, readings, class discussions, visitor presentations, and projects. Learners are encouraged to participate in class discussions, exercises and assignments. Learners missing a class will need to get the information from another learner, or make an appointment with the instructor. All learners are expected to treat each other and the instructor with respect, and vice versa.

#### COURSE REQUIREMENTS

Students MUST have frequent high-speed Internet access. Additionally, students must register for a (free) Gmail account in order to use Google's Notebook tool for their research.

#### COURSEWORK

##### 1. Examinations – 40% of the final grade

There will be three (3) examinations on the reading and lecture material covered in class during the previous sessions. The exams will occur on November 17, December 1 and December 15.

Learners missing an exam may not make up an exam. If a learner knows ahead of time that he/she will be missing an exam, the learner can take the exam prior to the class when the exam was scheduled.

##### 2. Individual Project – 35% of the final grade

In the second week of class, students will be assigned a pertinent training and development topic. Students will be provided a login to kevinpeternel.pbwiki.com and will create knowledgebase pages covering their assigned material. To successfully complete their assignments, students will perform research on their topics beyond what is covered in the textbook. Students will also be graded on their Google Notebook organization and content.

##### 3. Future of Training and Development Presentation – 15% of the final grade

During Week 1, we will discuss the outline of Chapter 13. Students will select a topic pertinent to

the future of training and development in Week 2. Each student will research his or her topic and prepare a presentation (PowerPoint is allowed). Each student will be assigned to do his or her brief presentation (approximately 5-10 minutes) in front of the class in one of the final three weeks of class.

#### 4. Attendance and Participation – 10% of the final grade

The attendance and participation of each student will be evaluated and factored into the final grade. Students must pre-arrange absences with the instructor. Failure to do so may result in loss of all 10%. Students missing one pre-arranged class may still be eligible for all 10% based on participation. Students missing more than one pre-arranged class and/or having three or more instances of leaving or being tardy (or any combination of these factors), may not earn higher than a C for the course.

#### CLASS CREDIT

1. Examinations	40%
2. Individual Training and Development Project	35%
3. Future of Training and Development Presentation	15%
4. Attendance and Participation	<u>10%</u>
	100%

#### GRADING SCALE

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	< 60%

#### ACADEMIC INTEGRITY

Cheating, plagiarism, and misinterpretation are affronts to the academic community and especially student peers. Students are subject to the policies outlined by Upper Iowa University for plagiarism, cheating and dishonest. Detection of cheating will result in consequences up to and including failure of the course.

#### CITATIONS

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

#### INSTRUCTOR INFORMATION

Kevin Peternel, SPHR  
e-mail: [peternelk@peacocks.uiu.edu](mailto:peternelk@peacocks.uiu.edu)  
Work: (608) 268-6065  
Cell: (608) 449-4015

Education  
Bachelor of Arts Degree – Psychology, Minors in Sociology and Communication  
University of Wisconsin – Milwaukee

Master of Industrial and Labor Relations  
University of Wisconsin – Milwaukee

Employment  
President, The HR Effect, LLC

Previous positions  
Human Resources Group, Inc  
• Vice President and Principal

Spacesaver Corporation  
• Vice President of Customer Relations  
• Vice President of Administration  
• Director of Human Resources and Customer Satisfaction

United Dominion Industries  
• Human Resources Manager

Upper Iowa University Teaching Experience  
BA 361 – Human Resources Management  
BA 370 – Entrepreneurship & Small Business Management  
BA 371 – Training and Development  
BA 393 – Personnel Selection and Evaluation

#### INSTRUCTOR NOTES

If you have a documented disability please notify the instructor of the course and the center coordinator. Please contact the instructor at any time with questions regarding the course. This course syllabus is subject to change.

#### READING ASSIGNMENTS

The following is the schedule for assigned chapter readings and the general topics of discussion. Assigned readings must be completed prior to each class. The chapters assigned will be discussed on the date indicated.

## COURSE SCHEDULE

Date	Readings and Assignments	Key Deadlines
October 27	Syllabus Discussion Individual Project Discussion Future of Training and Development Project Discussion Overview of the course Chapter 1: Introduction to Training and Development (Chapter 1, pp. 1-38)	
November 3	Chapter 2 : Strategic Training (pp. 45-82) Chapter 3 : Needs Assessment (pp. 89-117)	Select Individual Project Select future of training and development topic
November 10	Chapter 4 : Learning : Theories and Program Design (pp. 123-160)	
November 17	Chapter 5: Transfer of Training (pp. 167-188) Chapter 6: Training Evaluation (pp. 195-226)	Exam 1
November 24	Chapter 7: Traditional Training Methods (pp. 233-260) Chapter 8: Technology (pp. 267-305)	
December 1	Chapter 9 : Employee Development (pp. 343-348) Chapter 10 : Special Issues in Training and Development (pp. 357-395)	Exam 2 Presentations
December 8	Chapter 11: Career Management (pp. 405-429) Chapter 12: Special Challenges in Career Management (pp. 435-465)	Presentations
December 15	Chapter 13: The Future of Training and Development (pp. 473-493)	Exam 3 Individual projects completed prior to start of class Presentations