



West College of Education

Syllabus: **EDUC 4523X10/DX1**
Trends and Issues in Training & Development
Fall 2024 (August 26 – December 8)

Contact Information

Instructor: Lei Xie, PhD, SHRM-SCP
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Course Description

This course will address general trends and issues that affect technology and training and development. Effective strategies and model programs will be discussed to enhance individual development in classrooms and training and development.

Textbook & Instructional Materials

- Employee Training & Development, 9th Edition Raymond Noe ISBN10: 1264080921 | ISBN13: 9781264080922
- Publication manual of the American Psychological Association: The official guide to APA style (7th ed.).
- Additional readings, instructional materials, and postings assigned by the instructor.

Monthly Zoom meetings *may* be held to further engage discussion and build a sense of online community. Zoom time is optional and encouraged, though not required since this is an online course. If there are questions or concerns regarding the assignments, this is an opportunity to seek additional clarification “face-to-face”. Zoom is available in D2L under the Communication Menu at the top of our course. Contact the D2L technician if you need assistance. However, you are always encouraged to email or call as a first option.

Objectives

Each of you brings to this class a wealth of experience, and knowledge that can be tapped to enhance our learning environment. Preparation and participation will also aid in facilitating an optimum learning experience. Through online discussion and engagement, readings, assignments, Internet exploration, and

videos we will explore trends and issues related to training and human resource development within organizations. After successful completion of the course, you should be able to:

1. Comprehend the purpose of human resource development in organizations and the major categories of human resource development programs, with an emphasis on training and development
2. Understand the process of conducting needs assessments
3. Understand how training practices, and the organization of the training practices, support organizational goals
4. Understand the process and characteristics of a learning environment
5. Understand the process involved in designing, implementing, and evaluating a training program
6. Assess the forces of contemporary trends and significant issues on the future of the field of training and human resource development

Course Assignments

Table 1: Course Assignments, Due Dates, and Points

Course Assignments	Due Dates	Points
Introductory Post	Sun, 9/1, 11:59 pm	5
Chapter 1 Discussion (Zappos Case Study, pg. 48)	Sun, 9/8, 11:59 pm	5
Chapter 2 Discussion Thread	Sun, 9/15, 11:59 pm	5
Chapter 3 Discussion Thread	Sun, 9/22, 11:59 pm	5
Dropbox Submission #1: Needs Assessment	Sun, 9/29, 11:59 pm	10
Chapter 4 Discussion Thread	Sun, 10/6, 11:59 pm	5
Chapter 5 Discussion Thread	Sun, 10/13 11:59 pm	5
Chapter 6 Discussion Thread	Sun, 10/20, 11:59 pm	5
Dropbox Submission #2: Self-Directed Learning Paper	Sun, 10/27, 11:59 pm	10
Chapter 7 Discussion Thread	Sun, 11/3, 11:59 pm	5
Chapter 8 Discussion Thread	Sun, 11/10, 11:59 pm	5
Dropbox Submission #3: Individual Project: Valvoline Case Study Scenario- Pg. 367	Sun, 11/17, 11:59 pm	10
Chapter 11 Discussion Thread	Sun, 11/24, 11:59 pm	5
Thanksgiving Holiday (Nov 25-Dec 1) Classes not in session		
Dropbox Submission #4: Article Review Future Trends & Issues	Sun, 12/8, 11:59 pm	10
Final Exam	Sat-Sun , Dec 7-8	25
Total Points for Course Assignments		115

Discussion Posts (10) – 44% of course grade
 Dropbox Submissions (4)– 35% of course grade
 Final Exam (1) - 21% of course grade

The assignment outline is an overview of assignments for the semester. Always view full assignments in D2L for current, updated, and detailed instructions for completing all assigned work. Complete your assignments as instructed in D2L.

Threaded Class Chapter Discussion Posts

The purpose of our class discussions is to establish a sense of community, view diverse perspectives relevant to the discussion topic, and remain organized and focused with the weekly course material. Although discussion topics will be available for viewing throughout the semester you are **only** able to post during the open discussion week (usually Sunday – Sunday). You must complete your chapter readings! Please post to the discussion board at least 24 hours before the Sunday deadline. This facilitates quality interaction on the discussion board;

allows time for us to read, review, and respond to posts; and deters students from holding the class discussion “hostage” when main posts are made an hour or so before the posting deadline and students don’t have ample time to

respond. *After the deadline the discussion topic will be locked, and you will not be able to post!*

The *minimum* requirement for discussion posting is a 300-word main post and two 150-word response posts each, to two of your classmates' posts. Postings are made on two separate days, *twenty-four hours before the Sunday deadline*. Read your classmates' posts and respond to at least two of your classmates. Students meeting minimum posting requirements will not receive the same grade as students exceeding minimum requirements of discussion posting. The main post is 50% of the points for that discussion, and the two response posts are 25%. The remaining 25% will be based on: (1) posting at least 24 hours before the deadline, (2) the quality, quantity, content of your posts, (3) any additional response posts (beyond the required two posts) and/or supporting documentation or attachments. Based on the above you earn 100% of the points (minus grading points deducted) for your discussion posts. Discussions are graded using the Discussion Grading Matrix/Rubric posted in the Resource Module of this course and in the discussion assignment.

Read the chapters assigned! Posts should be of meaningful substance which reflects contemplation of the material in a mature and insightful manner expected of a college student. You should reference our readings in your comments. If there is supportive information to your post you may provide an attachment for review, but do not post your original post or response as an attachment.

Dropbox Submission Assignments

Dropbox Assignment #1 - Needs Assessment. Needs Assessment refers to the process used to determine if training is necessary. Reflect on and select an actual situation/scenario that you are aware of, or an area of training which is of concern/interest for you. The reason in selecting an actual or "realistic" situation is to be able to also use this scenario in this and future class assignments. It will help to provide a sense of continuity, organization, structure, and relevancy with future assignments. Please be sure to sanitize or change names for confidentiality purposes.

Dropbox Assignment #2 –Self-Directed Learning Paper.

Self-directed learning (SDL) has been an influential adult learning concept within the field of adult education for more than three decades. However, according to trends in self-learning and self-development, the workplace culture is becoming increasingly important in the success or failure of meeting learning objectives. As a result, it is necessary to further explore the importance and contributions of SDL and its impact on individual and organizational performance (Park, 2008).

You will write a 3–5-page paper, double-spaced, one inch margins, and sized 12 font on Self-Directed Learning in the workplace or as an aspect of training and

development. Please review your APA Material so that you have access to proper and correct citing of your material.

Dropbox Assignment #3 – Individual Project: Case Study Scenario. You will work on a case study scenario. You will provide your 2-page (300-500 words) summary addressing the prompt. The case study scenario is on page 367 of the Noe (2023) textbook and titled: *Training Customer Service Team Members at Valvoline Instant Oil Change*.

Dropbox Assignment #4 - Future Trends and Issues Article Review. The purpose of this assignment is to give you practice in environmental scanning to identify, analyze and communicate trends or issues relevant to the field and communicate their application to an organization. You will find two articles on the same subject (different from your class presentation topics) using the journals associated with the field of HRD (one from practitioner periodicals and one from the scholarly/research/academic journals). The articles need to be related, and recent within the last 10 years.

Table 2: Grades, Points, and Percentage for Discussions -5 points each

Grade	Points	Percentage		
A	4.5 - 5	90-100%		
B	4.0 - 4.4	80-89%		
C	3.5 -3.9	70-79%		
D	3 - 3.4	60-69%		
F	2.9 and below	59% and below		

Table 3: Grades, Points, and Percentage for Dropbox Submissions-10 points each

Grade	Points	Percentage
A	9-10	90-100%
B	8	80-89%
C	7	70-79%
D	6	60-69%
F	5 and below	59% and below

Table 4: Grades, Points, and Percentage for Exam – 25 points total

Grade	Points	Percentage
A	22-25	90-100%
B	20-21	80-89%
C	17-19	70-79%
D	15-16	60-69%
F	14 and below	59% and below

Table 5: Grades, Points, and Percentage for Course – 115 points total

Grade	Points	Percentage
A	103-115	90-100%
B	92-102	80-89%
C	80-91	70-79%
D	69-79	60-69%
F	68	59% and below

All written assignments will be graded for quantity, quality, and content. Excessive errors with grammar, spelling, and typos will judge the quality.

Late Work

Discussions cannot be posted to the discussion board after the Sunday, 11:59 pm deadline. The discussion board will be locked. I don't accept late submissions.

Dropbox Submission for Assignments

Ensure your name is on all assignments submitted to your dropbox. Assignments are due to the dropbox by the indicated deadline. Assignments are time-clocked through D2L. I don't accept late submissions.

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Graduate Catalog](#)

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. Unless indicated, all coursework will be submitted through

D2L. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact me.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are

informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: "[Run. Hide. Fight.](#)"

Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick
Title IX Coordinator
Sunwatcher Village Clubhouse
940-397-4213
laura.hetrick@msutexas.edu

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)