



## Course Syllabus: Introduction to Training and Development

West College of Education

EDUC 4513 Section X20 and DX1

Spring January 10 - May 14

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### **COURSE DESCRIPTION:**

This overview course investigates the design, development, delivery, and evaluation of training programs. The relationship of modern technology and training theories with organizational practices will also be addressed.

### **TEXT:**

Biech, Elaine, Editor., (2014). *The ASTD Handbook*, 2nd edition, ASTD Press, Alexandria, Va..

### **PLAGIARISM:**

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and educational purposes.

### **OBJECTIVES:**

Through lectures, readings, Internet exploration ,videos , and students will investigate training for both organizations and the private sector. After successful completion of the course, the student will be able to:

1. Discuss the purposes of training and development.
2. Analyze different characteristics of a trainer.
3. Understand the relationship of training and development to other human resource functions.
4. Identify considerations in organizing training. Discuss financial approaches to training.

5. Discuss legal and ethical aspects of training and development.
6. Identify training needs.
7. Discuss program design and development.
8. Identify various media and methods of training.
9. Evaluate training programs.

## EVALUATION:

Students will contract for their final grade. If a student contracts for an "a", they must complete the assignments in column "A" on time, turn the assignments in on the assigned date or before. If a student contracts for a "B", they must complete the assignments in column "B" on time and turn the assignments in on the assigned date or before. If a student contracts for a "C", they must complete the assignments in column "C" on time and turn the assignments in on the assigned date or before. The quality of the assignments must also measure up to the contracted grade. Just turning in an assignment does not justify the contracted grade. Your grade will be based on quality and quantity. So please proofread your assignments prior to submitting.

**(2) means that you have to submit 2 of the items listed in the table.**

COURSE REQUIREMENTS	Grading		
	A	B	C
<b>Please note that (2) means that you are submit two of that assignment.</b>			
Pre-training analysis report. (2) <b>Due March 4th</b>	X	X	X
Proposal and brochure for training. (2) <b>Due March 4th</b>	X	X	X
Power point presentation. (2) <b>Due March 4th</b>	X	X	X
<u>Midterm (Chapters 1 – 50) <b>April 25th.</b></u>	X	X	X
Video of training. (2) <b>Due April 29th</b>	X	X	X
Film Review <b>Due April 29th</b>	X	X	X
5 internet web site reports . <b>Due April 29th</b>	X	X	

Book on your training niche. <b>Due April 29th</b>	X	X	
Interview with a current trainer or consultant. <b>Due April 29th</b>	X		
Weekly Class Discussion (Chapters 1-50) See chapter assignment icon located at the Content section of the course for specific chapter discussion topics. <b>Last posting due by May 6th.</b>	X		

**All assignments are due at the above listed dates. Please submit your assignments to Dr. Kitchen via her email: [michaelle.kitchen@msutexas](mailto:michaelle.kitchen@msutexas) or mail them to 1414 Gunnison Drive, WF,Tx 76306. Students enrolled in EDUC 4513 are not required to submit a film review nor the 5 internet websites to earn an "A". The required assignments for a B or C are the same for both EDUC 4513 and 5513 students.**

**Chapters you do not have to read – Chapters 41-46 and 48-55.**

**MIDTERM EXAM:** Students will have three hours to complete their mid-term exam. The mid-term exam covers information from chapters 1-50 and consists of scenario (case study) essay topics that the student must discuss. Essay answers should be at least 300-600 words. Your essay answers should have examples from the textbook. The mid-term exam will be accessible April 25,2022. The exam is located at the Assessment icon for this course.

**TRAINING PORTFOLIO:** Students must select an area of specialty (training niche) for their training assignments. Examples of training niches are sexual harassment, customer service, technology as a tool and stress, presentation of some new equipment or benefit package. Each student must present two training sessions to an organization or group. The session must have at least three participants. The session must be videotaped and a minimum of thirty minutes in length. The training sessions should contain:

- Pre-training Analysis Reports
- Training Proposals

- Brochures
- Evaluations
- PowerPoint (used in the session)s
- Handouts
- Videotape of the presentations
- Interview with Trainer or Consultant

### **Video of training(2)**

The student must submit a training session package for a shorter (15-30 min.) training session and a 30 minute training session. The shorter training session will also be presented to an organization or group. Please contact me for more information about this assignment. A video(DVD) or flash drive will be submitted for the shorter training session. Each training session package must include the following:

- Pre-training analysis
- Training proposal
- Pre-training analysis
- Brochure
- PowerPoint presentation,
- Handouts

## **Pre-Training Analysis Report(2)**

Each student will develop a pre-training analysis report for a specific organization or group. The report will be a minimum of three pages, double-spaced, one inch margins, and 12 font. In this report the following information will be provided:

1. Needs analysis.
2. Demographics of the participants.
3. Research on the organization or group.
4. Interview of HR or company representative.
5. Conclusion.

This report will be a narrative format and submitted March 4th.

## **Workshop Proposal Format(2)**

Each student will develop a proposal for each workshop project. The following is the format for the workshop proposal. *See the Workshop Proposal sample in the Examples icon.*

- I. PROPOSE
  - A. GOALS
  - B. OUTCOMES
- II. TARGET POPULATION
- III. ASSESSMENT
- IV. ENTRY CRITERIA
- V. ORIENTATION
- VI. TRAINING ACTIVITIES
- VII. TRAINING FORMAT
- VIII. BUDGET -
- IX. EVALUATION
- X. FOLLOW UP

The proposals will be submitted March 4, 2022.

## **Web Site Search Project**

The purpose of the web site bibliography is it to provide students an opportunity to develop a resource list for their future training customers. Each student will create an annotated bibliography for training "niche". This annotated bibliography will consist of at least 5 web sites for your training "niche". This report will include at least one or two paragraphs for each site previewing each site. *See the Web Site Search Project samples in the Examples icon.*

### **Book Review**

This assignment will enable the student to gain an understanding of the various opinions in literature. Should the student select this assignment, they will be required to complete the following:

Review a book and write a report. The book must not be a textbook. The report must be a minimum of 3 pages, double-spaced and include the following:

- (a) What is the book about?
- (b) How does the book relate to the course topic?
- (c) How can you use this book in your life?

**NOTE:** All assignments must have a one inch margin and 12 font.

### **Film Review**

Many times films imitate life. With that in mind, the following assignment will give the student an opportunity to explore training scenarios that are depicted in films. Each student will view a film that speaks to a training issue or issues for example: In the film, *Disclosure*, sexual harassment issues, were depicted. The student will write a 3 page report about a film, answering the following questions:

1. What is the overview of the film?
2. What are the training issues presented in this film?
3. What training approach or approaches would you use to facilitate "awareness" with these issues and why?
4. What did you learn from this film that will help you in your future training career.

### **Training and Development Interview**

Each student will interview a professional in the field of training and development or HR. The narrative of the interview will be a minimum of three pages double

spaced with a one and half inch margin and using 12 font. The following are questions to be answered in your paper.

1. What type of training do they provide?
2. What qualities or characteristics do they feel make for an effective trainer?
3. How do they deal with difficult customers and/or participants?
4. What are some typical fears that many trainers experience as they begin to work with organizations/groups?
5. How do they deal with failure or unsuccessful training sessions?
6. How do they determine their fees?

This assignment will be submitted on April 29th.

### **Grading for Projects**

<b>A = 90</b>
<b>B = 80</b>
<b>C = 70</b>
<b>D = 60</b>

All written assignments will be graded for quantity and quality. The quantity will be stated in the course syllabus. The quality will be judged by grammar, spelling, and clerical errors. The following will be the grading scale:

<b>Grade</b>	<b># of errors</b>
<b>A</b>	<b>0</b>
<b>B</b>	<b>1-4</b>

<b>C</b>	<b>5-8</b>
<b>D</b>	<b>9-1</b>
<b>F</b>	<b>over 12</b>

If your assignment is late a letter grade will be subtracted from your assignment's final grade.

Scientific data shows that being fully vaccinated is the most effective way to prevent and slow the spread of COVID-19 and has the greatest probability of avoiding serious illness if infected in all age groups. Although MSU Texas is not mandating vaccinations in compliance with Governor Abbott's executive orders, we highly encourage eligible members of our community to get a vaccination. If you have questions or concerns about the vaccine, please contact your primary care physician or health care professional. Given the recent rise in cases, individuals are also strongly encouraged to wear facial coverings when indoors among groups of people, regardless of vaccination status. Although MSU Texas is not currently requiring facial coverings, they have been an effective strategy in slowing the spread.

## **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of listed for the program or contact your instructor.

**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. You can log into D2L through the MSU Homepage. If you experience difficulties, please contact the technicians**

## **Attendance**

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the



grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

## 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 which 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.

## Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

## Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the

financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

## **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 WATC. 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.

## **Grade Appeal Process**

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

*Notice*

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.