



West College of Education

Syllabus: **EDUC 5523X10/DX1**

Trends and Issues in Training & Human Resource Development

Fall 2023 Semester: August 28 – December 8, 2023

Instructor: Dr. Delores Jackson

Office hours: After 12pm by telephone or Zoom scheduled appointment.

E-mail: delores.jackson@msutexas.edu is the primary and preferred mode of contact. My normal response is within 24-48 hours of receipt, often much sooner. Email me to schedule zoom appointment, if needed.

Cell phone: (940)642-1970 (Text/call if there is an emergency. Include name and course information.)

Course Description

Study of the set of systematic and planned activities designed by an organization to provide its employees with the necessary skills to meet current and future job demands learning and human resource development, needs assessments, task analysis, designing and implementing training programs, evaluating training programs, career development and human performance consulting.

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
Labor Day Holiday (Sep 4) Classes not in session		
Introductory Post	Sun, 9/10, 11:59 pm	5
Chapter 1 Discussion (Zappos Case Study, pg. 48)	Sun, 9/17, 11:59 pm	5
Chapter 2 Discussion Thread	Sun, 9/24, 11:59 pm	5
Chapter 3 Discussion Thread	Sun, 10/1, 11:59 pm	5
Dropbox Submission #1: Organizational Analysis	<i>Sun, 10/1, 11:59 pm</i>	10
Chapter 4 Discussion Thread	Sun, 10/8, 11:59 pm	5
Chapter 5 Discussion Thread	Sun, 10/15, 11:59 pm	5
Chapter 6 Discussion Thread	Sun, 10/22, 11:59 pm	5
Dropbox Submission#2: Needs Assessment	<i>Sun, 10/22, 11:59 pm</i>	10
Chapter 7 Discussion Thread	Sun, 10/29, 11:59 pm	5
Chapter 8 Discussion Thread	Sun, 11/5, 11:59 pm	5
Dropbox Submission #3: Team Project: Valvoline Case Study Scenario- Pg. 367	<i>Sun, 11/12, 11:59 pm</i>	10
Chapter 11 Discussion Thread	Sun, 11/19, 11:59 pm	5
Thanksgiving Holiday (Nov 21-27) Classes not in session		
Dropbox Submission #4: Self-Directed Learning Paper	<i>Sun, 12/3, 11:59 pm</i>	10
Dropbox Submission #5: Article Review Future Trends & Issues	<i>Sun, 12/10, 11:59 pm</i>	10
Final Exam	Sat-Sun, Dec 9-10	25
Total Points for Course Assignments		125

Discussion Posts (10) – 40% of course grade
 Dropbox Submissions (5)– 40% of course grade
 Final Exam (1) - 20% 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, collegiate, and insightful manner expected of a graduate 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 -Field Experience-Interview with Professional.

This assignment requires you to visit a human resource development office and conduct an interview (telephone is fine, also) with an HRD professional in any aspect of Training and or HRD. You want to learn about the organization’s background, services provided, target population, HRD personnel’s experience and qualifications. The office can be of any size, business, government, or corporation. Ask this person to describe the role that training plays in their organization; changes if any, seen in the past five years (pre-covid, covid, post-covid); and how they believe HRD/training will change in the future. You will provide a 3-5-page paper, properly formatted and well-organized, and clearly outlined.

Dropbox Assignment #2 - 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 #3 – Team Project: Case Study Scenario. With your team (another class member) you will work together on a case study scenario. You will each provide your separate 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 –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 #5 - 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 – 125 points total

Grade	Points	Percentage
A	112-125	90-100%
B	100-111	80-89%
C	87-99	70-79%
D	75-86	60-69%
F	74	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. Keep in mind that late postings and late submission of assignments inconveniences yourself and others. I understand emergencies arise. Communicating with me is the key!

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. Although I do not encourage late submissions the dropbox will remain open three weeks after the due date, with point deductions for late submission:

10% deduction- Up to one week late.

20% deduction - Two weeks after the due date of the assignment.

30% deduction – Three weeks after the due date for the assignment.

Assignments over three weeks late will not be accepted into the Dropbox.

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.

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](#).

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State [University Graduate Catalog](#)

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 4 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 Payment 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. Review the [Refund and Payment Policy](#).

Syllabus Disclaimer

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor, with prior notice to students. Please follow the instructions for your assignment, as outlined in D2L.

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."](#)

Important Dates

Academic Calendar.

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

Aug 28 -	Classes begin
Sep 4 -	Labor Day-No classes
Sep 25 -	Last day to file for Dec graduates to file
Oct 16-20	Mid-semester
Oct 30, 4pm -	Last day to drop for "W" grade
Nov 21 -	Thanksgiving holiday begins
Nov 27 -	Classes resume
Dec 8 -	Last day of Classes
Dec 9-15 -	Final Exams
Dec 16 -	Commencement