



West College of Education  
Syllabus: EDUC 4523 X10/DX1  
Trends and Issues in Training and & Development  
Fall 2022 Semester: August 22– December 10, 2022

**Instructor: Dr. Delores Jackson**

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

**Cell phone:** (940)642-1970 (Text/call if there is an emergency. If I do not recognize the number I may not answer. Include name and course information.)

**E-mail:** [delores.jackson@msutexas.edu](mailto:delores.jackson@msutexas.edu) is the primary and preferred mode of contact for course related questions and concerns. Please email me 24/7. My normal response is within 24-48 hours of receipt, often much sooner. Email me to schedule zoom appointment.

**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**

Noe, Raymond A. (2020). Employee Training and Development, 8<sup>th</sup> Ed. McGraw Publishing Co., New York. ISBN: 978-1-260-04374-7 (student version)

American Psychological Association (APA), Publication Manual of the American Psychological Association, 7th ed. Washington, DC: APA, 2020.

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. There will be no loss of points or exam information if unable to attend. If there are questions or concerns regarding the assignments, this is an opportunity to seek additional clarification “face-to-face”. However, you are always encouraged to email, call, or connect through D2L with any questions you might have. Zoom is available in D2L under the Communication Menu at the top of our course. Contact the D2L technician if you need assistance.

## **Objectives**

Each of you bring to this class a wealth of experience and knowledge that will be utilized to enhance our learning environment. Preparation and participation will aid in facilitating an optimum learning experience. Through online discussion and engagement, readings, assignments, Internet exploration, guest lectures, videos, and other modes you will explore trends and issues related to training and human resource development within organizations. After successful completion of the course students will be able to:

1. Understand the role of training and development in organizations
2. Understand how training practices, and the organization of the training practices, support organizational goals
3. Assess when training is appropriate
4. Understand the process and characteristics of a learning environment
5. Understand the process involved in the transfer of learning
6. Evaluate training programs
7. Assess traditional training methods and new technologies used in training
8. Evaluate employee developmental methods and plans
9. Assess the future of training and development

## Course Assignments

Table 1: Course Assignments, Due Dates, and Points

Course Requirements	Due Dates	Points
Introductory Post	Sun, 9/4/22, 11:59 pm	5
Chap 1 Discussion Post: Case Study "Zappos...", pgs. 53-55	Sun, 9/18/22, 11:59 pm	5
Chap 2 Discussion Post: Case Study "Dow Chemical" pgs. 115-116	Sun, 9/25/22, 11:59 pm	5
<i>Dropbox Submission #1: Ted Talk Summary (Traditional and broadening role of T&amp;D in Organizations)</i>	<i>Sun, 10/2/22, 11:59 pm</i>	<i>10</i>
Guest Lecture/TEDTalk (TBA)		
Chap 3 Discussion Post: Ques #4, pg. 153	Sun, 10/2/22, 11:59 pm	5
Chap 4 Discussion Post: Ques #1, pg. 196	Sun, 10/9/22, 11:59 pm	5
Chap 5 Discussion Post: Case Study "Designing Effective Training" pg. 248	Sun, 10/16/22, 11:59 pm	5
Chap 6 Discussion Post: Case Study "Training Technicians at PG&E" pgs. 293-294	Sun, 10/23/22, 11:59 pm	5
<i>Dropbox Submission #2: Needs Assessment (Designing Training Programs)</i>	<i>Sun, 10/23, 11:59 pm</i>	<i>10</i>
Chap 7 Discussion Post: Ques #6, pg. 330	Sun, 10/30/22, 11:59 pm	5
Chap 8 Discussion Post: Case Study "Jiffy Lube" pgs. 388-389	Sun, 11/6/22, 11:59 pm	5
Chap 9 Discussion Post: Ques #8, pg. 443	Sun, 11/13/22, 11:59 pm	5
Chap 10 Discussion Post: Ques #3, pg. 498	Sun, 11/20/22, 11:59 pm	5
Chap 11 Discussion Post: Case Study "Nike Losing its Race for Diversity", pg. 525	Sun, 11/20/22, 11:59 pm	5
<b><i>Thanksgiving Holiday (Nov 23-28) No assignments due</i></b>		
<i>Dropbox Submission#3: PPT Journal Article Presentation (Continual evolvement of Training and Development in next 10 years)</i>	<b>Wed, *11/30/22</b>	<i>10</i>
-Final Exam	<b>Sun, 12/4/22</b>	10
<b>Total Points for Course Assignments</b>		<b>100</b>

\*Weekday changed

Class Discussion Posts – 60% of course grade  
 Dropbox Submissions – 30% of course grade  
 Final Exam 10% of course grade

Below is an overview of general information regarding assignments for the semester. *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 professional 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**

1) **TedTalk Assignment.** From [www.ted.com](http://www.ted.com), the website for TED a nonprofit devoted to spreading ideas through short talks, locate a “TedTalk”. TED stands for “Technology, Entertainment, and Design.” Chose a TED Talk and watch it. Then submit a 3-page summary of the Talk to your dropbox. Select an area of training and development of particular interest to you. The topical area will be on a current or future trend or issue related to training and development. Pursuing

your interest will help to establish a sense of practicality and relevancy throughout the course and provide continuity and connections to the other assignments you will complete.

2) **Needs Assessment.** Needs Assessment refers to the process used to determine if training is necessary. Reflect on and select an actual situation that you are aware, 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 the future assignments. Hopefully, there is continuity from the area you selected for your Ted Talk.

3) **PowerPoint Presentation-** Peer-Reviewed Journal Article. Locate an article from a professional, peer-reviewed journal (or approved source) which discusses an aspect of diversity, equity, and inclusion within the field of training and development. This should be an area of concern or interest for you. It will be helpful to maintain the theme you’ve adopted throughout the course. This article must address diversity, equity, or inclusion related to the current, future, or evolving field of training and development. This assignment will be presented in a Powerpoint and submitted to the dropbox.

### Final Exam

The final exam will be worth 10 points and based on material generated from the class discussions and the textbook. The final exam will be either essay format and submitted to the dropbox; or multiple choice and fill-in. I will inform you far in advance the format of the exam. Additional information regarding the final exam and format will be presented mid-semester.

Table 2: Grades, Points, and Percentage for Discussion Posts -5 points total

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 total

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 - 10 points total

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 Course – 100 points total

Grade	Points	Percentage
A	90-100	90-100%
B	80-89	80-89%
C	70-79	70-79%
D	60-69	60-69%
F	59 or below	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.

### **Attendance**

Students are expected to attend all meetings of the classes in which they are enrolled. The online discussion threads are considered part of your grade so your attendance and active participation are expected. Missing more than three threaded discussions could be cause for me to administratively drop you from the course. A student with excessive absences may be dropped from the course by me. I will provide written warning prior to being dropped from the class. My grading and comments will stand as evidence of absences. You are required to post to the discussion thread at least twice a week, on at least two different days.

### **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.

[MSU Catalog](#)

Refer to: [Student Handbook-2021-22](#)

[Office of Student Conduct](#)

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 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**

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

- Aug 22 - Classes begin
- Sep 5 - Labor Day-No classes
- Sep 8-19 Limited or delayed instructor response/contact (Instructor will be out of the country and will provide instructions for "true" emergency contact.)
- Sep 26 - Last day to file for Dec graduation
- Oct 10-14 Mid-semester
- Oct 24 - Last day to drop for "W" grade
- Nov 22 - Thanksgiving holiday begins
- Nov 28 - Classes resume
- Dec 2 - Last day of Classes
- Dec 3-8 - Final Exams
- Dec 10 - Commencement