



West College of Education

Syllabus: **EDUC 5523X10/DX1**

Trends and Issues in Training & Human Resource 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 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

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

Noe, Raymond A. (2020). Employee Training and Development, 8th 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 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 students will explore trends and issues related to training and human resource development within organizations. After successful completion of the course the student will 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 how training practices, and the organization of the training practices, support organizational goals
3. Understand the process and characteristics of a learning environment
4. Understand the process involved in designing, implementing, and evaluating a training program
5. Understand the process of conducting needs assessments
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, 9/4, 11:59 pm	5
Read Chap 1 –Threaded Discussion Post: Discussion Question #6, pg. 51, RE: ISD Model	Sun, 9/18, 11:59 pm	5
Read Chap 2 - Threaded Discussion: Discussion Question #9, pg. 108	Sun, 9/25, 11:59 pm	5
Read Chap 3 - Threaded Discussion: Question #2, pg. 153	Sun, 10/2, 11:59 pm	5
Dropbox Submission #1: Organizational Analysis	Sun, 10/2, 11:59 pm	10
Read Chap 4 - Threaded Discussion: Question#14, pg. 197	Sun, 10/9, 11:59 pm	5
Read Chap 5 - Threaded Discussion: Question# 1, pg. 245	Sun, 10/23, 11:59 pm	5
Read Chap 6 - Threaded Discussion: Question #1, pg. 291	Sun, 10/30, 11:59 pm	5
Dropbox Submission#2: Needs Assessment	Sun, 10/30, 11:59 pm	10
Read Chap 7 - Threaded Discussion: Case Study: "Training Methods for Bank Tellers", pg. 333	Sun, 11/6, 11:59 pm	5
Read Chap 8 - Threaded Discussion. Complete the Application Assignment #1, on pg. 387	Sun, 11/13, 11:59 pm	5
Read Chap 9 – There is NO Threaded Class Discussion. You will need this information to prepare your Personal Development Plan		
Dropbox Submission #3: Personal Development Plan	Sun, 11/20, 11:59 pm	10
Read Chap 10 – There is NO Threaded Class Discussion.		
Read Chap 11 - Threaded Discussion: Application Assignment #1, pg. 521	Wed,*11/30/22	5
Thanksgiving Holiday (Nov 23-28)		
Dropbox Submission #4: Article Review Future Trends & Issues	Wed,*11/30/22	10
-Final Exam	Sun, 12/4	20
Total Points for Course Assignments		110

*Week day changed

Class Discussion Posts –	45% of course grade
Dropbox Submissions –	36% of course grade
Final Exam	18% of course grade

The assignment outline is an overview of assignments for the semester. 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

- 1) Field Experience/ Organization Analysis.** This assignment requires you to visit a human resource development office and conduct an interview (telephone is fine, also) with an HRD professional in that area. 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. Additionally, ask about their perception of future trends regarding the HRD profession. You will provide a 4–6-page paper, properly formatted and well-organized, and clearly outlined.

- 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, 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. Please be sure to sanitize or change names for confidentiality purposes.
- 3) Article Review and Recommendation.** 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.
- 4) *On-going assignment/project/portfolio** (Grad Students) will be assigned during the semester with plenty of time for completion*.

Table 2: Grades, Points, and Percentage for Discussions -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 – 20 points total

Grade	Points	Percentage
A	18-20	90-100%
B	16-17	80-89%
C	14-15	70-79%
D	12-13	60-69%
F	11 and below	59% and below

Table 5: Grades, Points, and Percentage for Course – 110 points total

Grade	Points	Percentage
A	99-110	90-100%
B	87- 98	80-89%
C	77-86	70-79%
D	66-76	60-69%
F	65	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 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