

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

Summer 2018

Course: HR386 Employee Training and Development

Credit: 4 Quarter Hours

Method of Delivery: eLearning

Course Description:

This course will provide the student with knowledge of concepts, theories and methods used in employee training and development. Needs-assessments will be explored including analyzing the organization, people, and the tasks involved. Students will learn the importance of creating an environment that will help trainees learn the desired outcomes and be able to use them on the job. Traditional training methods will be explored such as: hands-on, presentational, group training methods, simulations and games, lectures, various group building tasks, and technology-based training methods. Students will focus on how training contributes to a company's social responsibility through partnerships. Career challenges will be discussed including a positive work-life balance, dealing with job loss, recycling of careers, and preparing for retirement.

Prerequisite: MGT350 Human Resource Management

Text(s) & Manual(s): Employee Training and Development, 6th Edition

Author(s): Raymond A. Noe

Publisher: McGraw-Hill

ISBN: 9780078029219

Materials Needed for the Course:

Additional Supplies: n/a

Hardware/Software and Equipment: internet and computer access

Topics:

1. Employee training and development
2. Strategic training and needs assessments
3. Program design and training evaluation
4. Training methods
5. Employee development and career management
6. Social responsibility
7. Managing diversity and career challenges

Learning Objectives: upon completion of this course, the student will be able to:

1. Apply knowledge after examining the concepts for training and development utilized in effective and efficient organizations.
2. Assess the importance of implementing an efficient strategic training program to improve employee performance and organizational effectiveness.

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3. Examine and discuss needs assessments including transfer of training and program designs.
4. Define and discuss the evolution of social responsibility including the investigation of legal issues, managing diversity and exploring career challenges.
5. Plan, design, and implement an employee training program.

Midstate Grading Scale:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Midstate Plagiarism Policy:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 106 (in person); (309) 692-4092, extension 1060 (phone); studentsuccess@midstate.edu (email).

Instructor Information:

Instructor: Nick Fowler, MBA
Midstate e-mail: njfowler@midstate.edu
Cell Phone: 309-253-8777 (text preferred)
Office Phone: 309-692-4092 ext. 2280

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Office Hours (Room 234): M/W 9:00 AM – 10:00 AM and M/T 5:00 PM - 6:00 PM. Additionally, I am on campus Monday through Thursday (and often Friday), and can meet with students at any time (in person or digitally). Please call or email and make an appointment to avoid any schedule conflicts.

Policies and Procedures:

- 1. Late work:** Late work is not accepted and will result in a zero percent on any/all late assignments. Only in extreme extenuating circumstances will late work be accepted (and even in such circumstances, the student has the responsibility to notify the instructor in a timely manner and seek approval for extensions). Even if extensions are granted, late penalties in grading will still apply at the discretion of the instructor.
- 2. All Writing Assignments:** “All writing” includes, but is not limited to, papers, essays, projects, essay questions on exams, homework assignments, and summaries. All writing, unless I indicate otherwise, must be typed in Microsoft Word, using 12 point font, 1” margins, and double spaced. These assignments will supplement the textbook, additional readings, and online lectures to further your understanding and application of course material. Assignments may be turned in online via Turnitin (our online plagiarism scanning, grammar rating, and instructor feedback software). Late papers will not be accepted (see above policy on late work). I expect college-level writing, appropriate for the level of class this is, and all writing will be will be graded on spelling and grammatical errors (run-on sentences, punctuation, etc) in addition to content.
- 3. Academic dishonesty:** Cheating / plagiarism in any form will not be tolerated in this course and may result in the dismissal/suspension from the course/program/college. I expect every student to do their own work and understand what constitutes chating and/or plagiarism. Not knowing the rules of plagiarism is not a valid defense. Check with me if you are not clear on what constitutes plagiarism and cheating.
- 4. Syllabi changes:** The instructor reserves the right to change this syllabus at any time. Students will receive timely notice of all such changes via announcements made online in Moodle Rooms, in class, and/or via email.

Participation Requirements:

In class: Students are expected to be in class during each on campus session. Attendance is taken for each class session, and reported to the college. Likewise, students may receive credit for attending (and participating in) class. In the event of an absence, even if it was approved by the instructor ahead of time, the student will be marked absent and may lose any/all points associated with participation.

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eLearning: In accordance with Midstate College policies, class material will be made available in our learning management system (Moodle Rooms) on Monday at 12:00 p.m. of each week and will remain available until the following Monday until 8:00 AM. This allows students one week to access the lecture and related material for that week’s session, complete any assignments and/or assessments, and participate in the mandatory discussion and summary boards (see my discussion/summary requirements rubric in Moodle Rooms to ensure full credit in forums). Students must “submit substantial gradable work” in order to be marked as present for each week (see the Midstate eLearning policy on attendance in the student eLearning handbook). While each week extends from Monday at 12:00 PM to the following Monday at 8:00 AM, the instructor has the right to set due dates at their discretion within each week. For instance, **your initial discussion posts are due Thursday nights by Midnight**. Certain assignments, exams, and papers/projects may be due in the middle of the week at specified days and times.

Flex Learning: Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

- *Students who attend in-class for the week are not required to do the discussion and summary online for that week, however they may be asked to submit other work in Moodle Rooms. If the course meets multiple times per week, students must be present in-person for all classes in order to be exempt from the online requirements. Students who choose to only attend on-campus will be given time and computer access to complete any work required in Moodle Rooms.
- *Students who attend online for the week are required to do ALL work (assignments, discussions, summaries, etc) online.

Instructor’s Grading Scale:

Item	Description	% of Final Grade
Participation	Attendance and activities in-class and/or discussion and summary forums online	25%
Assignments	Homework, case studies, etc.	25%
Exams	Quizzes, tests, midterm, final, other assessments, etc.	25%
Project(s)	Papers, individual/group projects, other culminating activities and/or writings	25%

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* Not participating in the course project may result in an automatic failure of the course (despite the percentages of final grade listed above).

Barbara Fields Memorial Library

This course may utilize the Midstate College Library resources. Below is information for contacting and using the library as an outstanding resource to meet the requirements of this course and/or to enhance student learning.

Contact Information:

Librarian: Jane Bradbury
Location: Room 403
Phone: (309) 692-4092 ext. 4030
Fax: (309) 692-3893
Email: library@midstate.edu

Library Hours:

Monday – Thursday 8:00 a.m. – 8:00 p.m.
Friday 8:00 a.m. – 4:30 p.m.
Saturday 9:00 a.m. – 12:00 p.m.

Library Resources:

The Barbara Fields Memorial Library, located in Room 403 of the R. Dale Bunch Student Center, contains books, periodicals, and other materials to support the educational and cultural needs of students, faculty, and staff. Computers are available for student use during library hours.

The library also subscribes to several online research resources that give immediate access to digitized versions of professionally-published content such as books, journal articles, popular magazines and the like.

Research Guides:

Library guides are organized by subject that will give you access to all of the library resources like books, ebooks, reference materials, articles from subscription databases, business news and articles, company research, industry and economic data, tools for business & writing and citation help. **Plus** you'll find links to websites, videos, tutorials, and more!

Access the Business Research Guides at this location: <http://midstate.libguides.com/business> or, follow the steps below:

1. Visit www.midstate.edu
2. Click on Library Resources at bottom of page

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Week-by-Week

HR386 Week 1

Topics:

- Employee training and development
- Strategic training and needs assessments

Objectives:

- Apply knowledge after examining the concepts for training and development utilized in effective and efficient organizations.
- Assess the importance of implementing an efficient strategic training program to improve employee performance and organizational effectiveness.

Assignments:

- ✓ Read: Chapter 1 & Supplemental Materials
- ✓ Complete Assignments as assigned in Moodle
- ✓ Complete Pre-test
- ✓ Introduction Forum
- ✓ Weekly Discussion and/or Summary forums as assigned in Moodle

HR386 Week 2

Topics:

- Employee training and development
- Strategic training and needs assessments
- Discuss Case Study Midterm Assignment

Objectives:

- Examine and discuss needs assessments including transfer of training and program designs.
- Assess the importance of implementing an efficient strategic training program to improve employee performance and organizational effectiveness.
- Apply knowledge after examining the concepts for training and development utilized in effective and efficient organizations.

Assignments:

- ✓ Read: Chapter 2 & Supplemental Materials
- ✓ Complete Assignments as assigned in Moodle
- ✓ Review: Case Study Midterm Assignment information. Begin formulating a plan for completion. Due Week 6.
- ✓ Weekly Discussion and/or Summary forums as assigned in Moodle

HR386 Week 3

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Topics:

Employee training and development
Strategic training and needs assessments

Objectives:

Examine and discuss needs assessments including transfer of training and program designs.
Apply knowledge after examining the concepts for training and development utilized in effective and efficient organizations.

Assignments:

- ✓ Read: Chapter 3 & Supplemental Materials
- ✓ Complete Assignments as assigned in Moodle
- ✓ Post weekly blog
- ✓ Weekly Discussion and/or Summary forums as assigned in Moodle

HR386 Week 4

Topics:

- Employee training and development
- Program design and training evaluation
- Training methods

Objectives:

- Examine and discuss needs assessments including transfer of training and program designs.

Assignments:

- ✓ Complete Exam #1. Covers Chapters 1, 2 & 3.
- ✓ Read: Chapter 4 & Supplemental Materials
- ✓ Complete Assignments as assigned in Moodle
- ✓ Review class blog project (blogs begin Week 5)
- ✓ Weekly Discussion and/or Summary forums as assigned in Moodle

HR386 Week 5

Topics:

- Employee training and development
- Program design and training evaluation
- Training methods

Objectives:

- Apply knowledge after examining the concepts for training and development utilized in effective and efficient organizations.

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Assignments:

- ✓ Read: Chapter 5 & Chapter 6; read any Supplemental Materials
- ✓ Complete Assignments as assigned in Moodle
- ✓ Post weekly blog
- ✓ Weekly Discussion and/or Summary forums as assigned in Moodle

HR386 Week 6

Topics:

- Exam #2
- Midterm Case Study Project

Objectives:

- Complete Exam & Midterm Case Study Assignment

Assignments:

- ✓ Complete Exam #2. Covers Chapters 4, 5, & 6.
- ✓ Submit completed Case Study Midterm Assignment to Assignment Activity.
- ✓ Post weekly blog

HR386 Week 7

Topics:

- Program design and training evaluation
- Training methods
- Employee development and career management

Objectives:

- Apply knowledge after examining the concepts for training and development utilized in effective and efficient organizations.
- Plan, design, and implement an employee training program.

Assignments:

- ✓ Read: Chapter 7 & Supplemental Materials
- ✓ Complete Assignments as assigned in Moodle
- ✓ Post weekly blog
- ✓ Weekly Discussion and/or Summary forums as assigned in Moodle

HR386 Week 8

Topic:

- Employee development and career management

Objectives:

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- Define and discuss the evolution of social responsibility including the investigation of legal issues, managing diversity and exploring career challenges.
- Plan, design, and implement an employee training program.

Assignments:

- ✓ Read: Chapter 8 & Supplemental Materials
- ✓ Complete Assignments as assigned in Moodle
- ✓ Post weekly blog
- ✓ Weekly Discussion and/or Summary forums as assigned in Moodle

HR386 Week 9

Topic:

- Employee development and career management

Objectives:

- Apply knowledge after examining the concepts for training and development utilized in effective and efficient organizations.
- Plan, design, and implement an employee training program.

Assignments:

- ✓ Read: Chapter 9 & Supplemental Materials
- ✓ Complete Assignments as assigned in Moodle
- ✓ Post LAST weekly blog
- ✓ Weekly Discussion and/or Summary forums as assigned in Moodle

HR386 Week 10

Topics:

- Employee training and development
- Social responsibility
- Managing diversity and career challenges

Objectives:

- Define and discuss the evolution of social responsibility including the investigation of legal issues, managing diversity and exploring career challenges.

Assignments:

- ✓ Complete Exam #3 (covers chapters 7-9)
- ✓ Read: Chapter 10 & Supplemental Materials
- ✓ Complete Assignments as assigned in Moodle
- ✓ Weekly Discussion and/or Summary forums as assigned in Moodle

HR386 Week 11

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Topics:

- Employee training and development
- Social responsibility
- Managing diversity and career challenges

Objectives:

- Define and discuss the evolution of social responsibility including the investigation of legal issues, managing diversity and exploring career challenges.
- Apply knowledge after examining the concepts for training and development utilized in effective and efficient organizations.

Assignments:

- ✓ Read: Chapter 11 & Supplemental Materials
- ✓ Complete Assignments as assigned in Moodle
- ✓ Weekly Discussion and/or Summary forums as assigned in Moodle

HR386 Week 12

Topics:

- Exam #4
- Final Case Study Project
- Post-test

Objectives:

- Complete Exam & Final Case Study Assignment

Assignments

- ✓ Complete Exam #4 (Covers Chapters 10 & 11)
- ✓ Complete Post-test
- ✓ Weekly Discussion and/or Summary forums as assigned in Moodle

** Instructor reserves the right to modify this syllabus at any time if deemed necessary for successful course completion.*