

College of Business

Tennessee State University

Fall 2012
MGMT 4070 Course Syllabus

LOCATOR INFORMATION:

Course Name: Training and Development

Credit Hours: 3

Contact Hours: 3

INSTRUCTOR: Name: Dr. Carrie Hurst
Office: K-444
Phone: 615-963-7341
E-mail: churst@tnstate.edu

Office Hours:

Tuesdays 12:45-4:00pm

Wednesdays 12:00-2:00pm (online)

Thursdays 12:45-5:30pm

REQUIREDTEXTBOOK & MATERIALS:

Noe (2009). *Employee Training & Development* (5th ed.). McGraw Hill: Boston. ISBN: 0073530344

COURSE DESCRIPTION:

This course covers the process of training and development, career planning and measuring HR outcomes. Coaching, facilitating and training will be examined in the context of adult learning. Types of learning, learning theories and self directed learning will be explored. Career planning in the context of emerging organizational forms will be presented. Prerequisite: MGMT3010.

COURSE OBJECTIVES:

- Understand the basic the strategic importance of training and development.
- Learn and apply basic concepts of the training process, including needs assessment, program design, transfer of training, and training evaluations.
- Understand the basic concepts of learning theory, traditional training methods, and e-learning/use of technology in training.
- Learn and apply the basic concepts of employee development and career management.
- Understand how external and internal environmental factors impact training and development.
- Understand special challenges faced in career management based on career stage and demographic factors.

ACADEMIC INTEGRITY:

Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither to give nor to receive assistance during quizzes and examinations. Deliberate violations of academic integrity (plagiarism, cheating, misrepresentation, of information) and fabrication are not tolerated. Actions outlined in the Tennessee State University Student Handbook under Code of Student Conduct will be followed for incidents of academic misconduct.

REASONABLE ACCOMODATIONS:

Any students requiring accommodations should contact Patricia Scudder, Director of Students with Disabilities-Disabled Student Services Office, at 963-7400, preferably before the fourth class meeting. The College of Business, in conjunction with the Office of Disabled Student Services, makes reasonable accommodations for qualified students with medically documented disabilities. I need to be aware of your status if it will affect your class activities and assignments---before assignments are due.

CODE OF STUDENT CONDUCT:

There will be no eating, drinking, sleeping or disruptive behavior in the classroom. Each student is encouraged participating in classroom activities, asking questions, and working along with the class as recommendations/problem solutions to illustrations, examples, and cases are examined. Additionally, cell phones must be turned off upon entering the classroom and should remain so until class has ended. Action will be taken against those students who do not adhere to appropriate classroom behavior.

EXAMINATIONS AND QUIZZES:

A combination of multiple choice, true-false, and essay formats may be used for the midterm and final. Quizzes will be multiple-choice or true-false. The instructor will not administer individual make-up exams. If you know that you will be unable to take an exam during its scheduled time and have a university sanctioned excuse, you may be able to take the exam at an *earlier* time but must make arrangements in advance.

Quizzes will be made available starting Monday at 12:00 AM and closing on Sunday at 11:59 PM. Depending on length, you will have between 10-15 minutes to complete each quiz. You will have 60 minutes to complete the midterm and 75 minutes to complete the final examination. The midterm and final will only be available on certain dates during that class week (see schedule below).

DISCUSSIONS:

In order to earn 3 complete points for each discussion, each student will have to submit their own answer (own answer must be both posted in the dialogue thread AND attached in MS Word format) as well as respond to another student's answer. **The last day to post your answer is on Thursdays, by midnight, and the last day to leave your comment/critique is on Sundays, by midnight.** In the case of duplicate assignments, both students will receive zeros for the assignment and can be dropped from the course.

Discussion grading is indicated below:

Discussion Grade	Criteria for Online Postings
3	Assignment is posted in the discussion thread on time, and is concise and legible. Assignment provides sufficient depth to cover the topic, with APA citation and sources provided as appropriate. Meaningful participation and interaction with other students/instructor is present. Assignment posted as an MS Word attachment and as plain text.
2	Assignment is posted but is incomplete, answers lack sufficient depth to cover the topic, or is not concise or legible. APA citations and sources are not provided when required and/or meaningful participation and interaction with other students/instructor is absent. Overall, the assignment is well done with only minor corrections needed.
1	Assignment is posted but is incomplete, answers lack sufficient depth to cover the topic, or is not concise or legible. APA citations and sources are not provided when required and/or meaningful participation and interaction with other students/instructor is absent. The assignment needs correcting in more than one area.
0	Assignment is not posted.

ONLINE PARTICIPATION:

This course is offered online, via publishing technology provided by *Desire2Learn* and *Tennessee State University*. Online participation is expected and continuous throughout the course. Failure to turn in assignments by the date due or failure to timely participate in online dialogues may result in the student being withdrawn from the course. Emergencies should be communicated and documented to the instructor as soon as possible. Students are expected to read the assigned text and lecture each week and to login to the class discussion thread and post at least one message per current week (per dialogue topic) to each of the threads provided in the dialogue area. Active participation in the course will guide students in studying for the exams. The instructor will facilitate online discussions in the discussion area by responding to posted messages. Below are additional guidelines:

1. Students should use email for any discussion of grades or for private messages to the instructor and other students. Emails should include proper subject and signature lines with contact information (if I do not know who the sender is, your email may be deleted without having been read). In addition, any email attachments should be clearly labeled or they will not be opened due to the risk of viruses, etc.
2. Students are expected to participate in on-line discussions and answer questions when posted by the instructor. They are also expected to participate in additional online activities including sending/receiving email as needed and navigating and conducting research online.
3. All assignments must be written in a readable font type and size: Times New Roman 12-point, double spaced.
4. All students will observe conventions of “online etiquette” when communicating on-line, which includes courtesy to all users.
5. Students may get assistance with computer-related problems through the instructor or by emailing the D2L helpdesk at Helpdesk@desire2learn.com

ASSIGNMENT DEADLINES:

A class week is defined as the period of time between Monday and Sunday with the following exceptions: Week #1 begins the first day of classes on **Saturday (8/25/12)** and ends midnight the following **Sunday (9/2/12)**. During Week #9, midterms are only available **Monday –Thursday (10/22/2012-10/25/2012)**. Week #15 will end **Thursday (12/6/12)** at midnight and Week #16 (Finals Week) will begin **Friday (12/7/2012)** and ends **Monday (12/10/2012)** at midnight. Discussion assignments scheduled for completion during a class week should be submitted or posted by the weekly due dates stated on the schedule. Assigned papers may NOT be submitted via email, unless arrangements are made with the instructor beforehand. If you ever have problems posting assignments, contact the help desk (copy me) to resolve the problem. See specific deadlines on the last page of this syllabus.

GRADING:

Final grades will be computed in the following manner:

Dialogues:	25%
Quizzes:	25%
Midterm:	25%
Final Exam:	25%
Total:	100%

A = 90+, B = 89.9-80.0, C = 79.9-70.0, D = 69.9-60.0, F=59.9-0

TENTATIVE SCHEDULE

Week	Date	Topic	Reading	Due
1	Aug 25-Sep 2	<i>Introduction to the course</i>	Syllabus	Discussion 00 Quiz 00
2	Sep 3-9	<i>Introduction to Employee Training and Development</i>	Chapter 1	Discussion 01 Quiz 01
3	Sep 10-16	<i>Strategic Training</i>	Chapter 2	Quiz 02
4	Sep 17-23	<i>Needs Assessment</i>	Chapter 3	Discussion 02
5	Sep 24-30	<i>Learning: Theories and Program Design</i>	Chapter 4	Quiz 03
6	Oct 1-7	<i>Transfer of Training</i>	Chapter 5	Quiz 04
7	Oct 8-14	<i>Training Evaluation</i>	Chapter 6	Quiz 05
8	Oct 15-21	<i>Training Evaluation</i>	Chapter 6	Discussion 03
9	Oct 22-25	<i>Midterm (available 4 days)</i>		Midterm Ch 1-6
10	Oct 29-Nov 4	<i>Traditional Training Methods</i>	Chapter 7	
11	Nov 5-11	<i>E-Learning and Use of Technology in Training</i>	Chapter 8	Discussion 04
12	Nov 12-18	<i>Employee Development</i>	Chapter 9	Quiz 06
13	Nov 19-25	<i>Special Issues in Training and Employee Development</i>	Chapter 10	Quiz 07
14	Nov 26-Dec 2	<i>Careers and Career Management</i>	Chapter 11	Quiz 08
15	Dec 3-6	<i>Special Challenges in Career Management</i>	Chapter 12	Discussion 05
16	Dec 7-10	<i>Final Exam (only available 4 days)</i>		Final Exam (CH7-12)