Course Syllabus

Spring 2014 Semester

HRD 3312: Train, Select, Recruit Rochell McWhorter, PhD
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Office Hours: Tuesdays, 12:15-3:15pm Office: HPR 238
Virtual Office Hours: By appointment Email for appointment or phone call
(Other times as necessary)

Course Description:
Overview of the process of planning, implementing and the evaluation of training and development in a variety of settings; includes conceptual tools needed to develop and design training. Also includes recruiting and selecting of new employees. This course is delivered in an online environment utilizing various forms of technology.

Required Textbook/Materials:

Course Learning Objectives:
- Understand basic staffing issues involved in the recruitment of new employees
- Understand the effect of globalization on recruiting, selecting and training employees
- Understand basic staffing issues involved in the selection of new employees
- Identify strategies for organization entry, socialization and onboarding new employees
- Write a traditional training plan according utilizing ADDIE principles
- Demonstrate successful virtual team membership
- Demonstrate an understanding of various social media tools for recruiting, training and development
- Demonstrate an understanding of ethical practices

Course Competencies
1. Computer-Based Skills – the student will complete written assignments using the word processor as well as periodic Blackboard assignments via Internet connectivity; will login in utilizing both asynchronous and synchronous platforms.
2. Communication Skills – the student will exhibit a mastery of both written and oral skills in completion and presentation of the assigned projects and communication with classmates.
3. Interpersonal Skills – the student will interact in class discussions through social media to clarify thinking regarding job placement; they will be involved in virtual team meetings (RTGMs).
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking to analyze and make determinations about the benefits and problems of a changing workforce.
5. **Ethical Issues in Decision Making and Behavior**— the student will gain an appreciation of the ethics of recruiting, selecting and training in an ethical manner. They will also learn the basics of APA, 6th Edition citing and referencing the ideas of others.

6. **Personal Accountability for Achievement** – the student will complete the projects and activities at the time designated by the instructor and will enter into class discussions.

7. **Competence in Technology Principles**—The student will gain an appreciation of the benefits of social media and internet-based tools through real-time group meetings (RTGMs) and asynchronous technologies.

**Grading:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
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<tr>
<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>&lt; -59</td>
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**Grading Policy for HRD 3312:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Social Media Group Discussions</td>
<td>10%</td>
</tr>
<tr>
<td>Online Quizzes and Mini Training Plan</td>
<td>15%</td>
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<tr>
<td>Pre and Post Experience Surveys</td>
<td>5%</td>
</tr>
<tr>
<td>Infographic Project*</td>
<td>5%</td>
</tr>
<tr>
<td>Team Semester Project* (AR)</td>
<td>20%</td>
</tr>
<tr>
<td>RTGMs (5% each)*</td>
<td>20%</td>
</tr>
<tr>
<td>Individual Project</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam (Objective and Essay)</td>
<td>15%</td>
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*Instructor reserves the right to require peer ratings if it appears that students are uncooperative, not participating, or not collegial to their teammates. A poor rating could affect grading on these assignments.

**Social Media Assignments** – Students will be assigned social media activities during various times of the semester to demonstrate how social media can allow professionals to network and collaborate as well as train employees. Online discussions involve reading, studying, and posting a well-written comment as assigned. Such platforms may involve Facebook, Twitter and similar venues. Students are expected to make their own online account unless they make other arrangements with instructor. **Students must notify instructor no later than January 18, 2014 if they want an alternative assignment.**

**Online Quizzes and Mini Training Plan**— As part of students' online instruction, there will be several quizzes to check for understanding of the topics covered. These quizzes are open note/open book and will have a short time limit to enhance academic honesty. The mini training plan will cover the principles of ADDIE, a traditional method of training.

**Pre and Post Experience Surveys.** Students will be asked to give information regarding their technology usage and proficiency. This information will be gathered for research purposes. If students opt out of the research study, an alternative assignment will be given. **They must notify instructor the week the assignment is given requesting the alternative assignment.**

**Infographic Project** – Research on a topic will be synthesized and displayed in a visual format as instructed.
Team Semester Project – Each team will choose among options given for an augmented reality (AR) project that will be demonstrated on campus April 9th, 2014. The topic of the AR will be related to training and development of employees.

Real-Time Group Meetings (RTGMs). Because we live in a global world, students and employees can now access learning opportunities with classmates/colleagues in real-time. Students in HRD 3312 will use RTGMs to discuss information from the class as well as prepare a group semester project due 4/9/14. Learning how to communicate via technology is a valued skill in the business world and students will be expected to participate in 4 RTGMs during the course to build knowledge and skills around synchronous technologies.

Individual Project – Students will choose among approved topics and deliverables and create their project over a two-week span. Release time will be given to work on their project due: 4/26/14

Make-Up Work and Late Work
Make-Up work will be allowed with a doctor or official university business excuse. Otherwise, there will be a 10% per calendar day penalty (includes weekends) for all late work not otherwise authorized. Please email instructor ahead of time if you have extenuating circumstances. If you are participating in school-sponsored activity (i.e. athletic or school event), a letter is required from the Coach or University personnel ahead of time.

NOTE: THERE IS NO MAKE UP OF REAL-TIME GROUP MEETINGS AS THEY CANNOT BE REPLICATED OUTSIDE OF THE TIME SCHEDULED. However, it is in your best interest to contribute something to the discussion by submitting information ahead of time to your team.

Writing Expectations
This course has numerous written assignments. Each should be free of spelling and grammatical errors as well as sufficient organization, and the citing of sources and references according to APA 6 guidelines. If a student needs assistance with proofreading or basic skills, they should contact UT-Tyler Writing Center, BUS 202, (903) 565-5995, email: utwritingcenter@gmail.com

Important Dates:
Census Date = January 27, 2014
Last Day to Withdraw from Classes = March 26, 2014

College of Business Statement of Ethics:
The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
• Protect property and personal information from theft, damage and misuse.
• Conduct yourself in a professional manner both on and off campus.

**Academic Dishonesty Statement**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor. See: [http://www.uttler.edu/catalog/12-14/](http://www.uttler.edu/catalog/12-14/) [http://www.uttler.edu/judicialaffairs/scholasticdishonesty.php](http://www.uttler.edu/judicialaffairs/scholasticdishonesty.php)

**PLEASE NOTE:** Academic honesty is expected in all work submitted in the course. Plagiarism and dishonesty will not be tolerated and learners should be aware that all work is subject to full investigation by instructor including the examination of computer reports for suspicious patterns and the use of plagiarism detection software.

**Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www2.uttyler.edu/wellness/rightsresponsibilities.php](http://www2.uttyler.edu/wellness/rightsresponsibilities.php)

**Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at [http://www.uttler.edu/registrar](http://www.uttler.edu/registrar)

Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
• Being reinstated or re-enrolled in classes after being dropped for non-payment
• Completing the process for tuition exemptions or waivers through Financial Aid

**State-Mandated Course Drop Policy**
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**Disability Services**
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

**Note: If you require accommodations for my class, please notify me ASAP!**

**Student Absence due to Religious Observance**
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement:**
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation:**
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services

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