

The University of Texas at Tyler
Soules College of Business
Department of Human Resource Development

Course Syllabus

HRD 3312: Training and Development
Spring, 2020

Course Meetings: Tuesdays/Thursdays, 11:00 am to 12:20 pm, Rm. 214, Soules College of Business

Course Catalog 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.

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Office Hours: No formal office hours, but should be available prior to and after most class periods for questions. Preferred method of contact is by email. Emails will usually get a response within 24-48 hours. An announcement will be made in class and posted in Canvas if the instructor anticipates being unavailable for a day or two. One caveat: technical problems in email systems may slow down responses!

Required Course Textbook:

Hoffman, J. (2013). *Instructional Design—Step by Step: Nine easy steps for designing lean, effective, and motivational instruction*. Bloomington, IN: iUniverse
ISBN: 978-1-4759-8671-6
ISBN: 978-1-4759-8672-3

Recommended:

If it is your intention to work in the training portion of HRD, I highly recommend that you add the following to your library of training materials:

Mager, R. (1997). *The New Mager Six-Pack (3rd ed.)*. Atlanta, GA: CEP Press
ISBN-13: 978-1879618152
ISBN-10: 187961815X

I recommend that all students have a print copy of the following:

Publication Manual of the American Psychological Association 6th Edition
 ISBN: 978-1-4338-0561-5
<http://www.apa.org>

The APA website provides a free tutorial and additional information about the 6th edition. While completing the tutorial is not required, it is recommended and encouraged as this format will be used for all written assignments in this course.

Many students rely on various websites to help with APA formatting. Some of these sites are accurate and others are not. Use at your own risk.

Canvas Login

<https://www.uttyler.edu/canvas>

Supplemental Readings: Additional reading material will be used as needed to stimulate discussion

Important Dates:

Classes begin: January 13, 2020 (Monday) First class meeting: January 14, 2020

Census date: January 27, 2020 (Monday)

Last day to withdraw: March 30, 2020 (Monday)

Date of final exam: April 28, 2020 (Tuesday)

Course Description: This course addresses the conceptual elements of designing and implementing human resource training and development programs. It is an 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. Products of this course will include the preparation of a training plan, a presentation of the training plan, and in-class assignments.

Course Learning Objectives:

- Articulate the various aspects of context in which adult learning is conducted.
- List and explain the fundamental principles of human learning.
- Describe the overall cognitive learning process, identify bottlenecks that can occur in this process, and identify how those bottlenecks can be overcome.
- List and define the nine steps of the instructional design process.
- Design a basic training plan utilizing Hoffman's nine steps of the design process.
- Demonstrate an understanding of ethical practices in training and development activities.

Course Competencies:

- Computer-Based Skills – The student will complete written assignments using a word processor as well as periodic Canvas assignments via Internet connectivity; will login utilizing asynchronous platforms. Using presentation software, the student will create and display a brief descriptive presentation of a completed training plan.

- 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.
- Interpersonal Skills – The student will be involved in discussions and assignments with classmates.
- Problem Solving (Critical Thinking) – The student will use conceptual thinking to analyze and make determinations about best approaches to training problems and instructional design.
- Ethical Issues in Decision Making and Behavior – The student will demonstrate ethical behavior while working in teams, preparing assignments, and citing all works used during the course.
- Personal Accountability for Achievement – The student will complete the projects and activities at the time designated by the instructor and will enter into class/group/team discussions prepared, with information from assigned readings and research.
- Competence in Technology Principles – The student will gain further expertise in the use of internet-based tools and asynchronous technologies.

Course Structure: This course will be conducted face-to-face, using an inverted approach. Most lecture notes will be available through Canvas. Students will be expected to have completed required readings and assignments prior to each class. Class time will be spent in project activities. Canvas will be used as a communication tool for email, submission of assignments, additional instructional materials, etc.

Students will have reading, discussion, and writing assignments weekly. Discussion and written assignments are made with the assumption that required reading assignments are completed prior to addressing discussion and written assignments.

The instructor reserves the right to administer “surprise quizzes” that will count toward all or a portion of the class participation grade if it is determined that students are not reading the text and supplemental readings and are not adequately prepared to engage with each other, the instructor, and the overall community.

Instructor Class Policies: No voice or video recording of class sessions is allowed, without prior approval from the instructor.

A student's participation grade can and will be negatively affected by inappropriate use of electronic devices during class periods. Use of computers and other internet technologies will be encouraged and allowed at appropriate times during class activities, but all use should be in support of class activities. Inappropriate use includes "surfing the web" and gaming activities during class times.

Grades and Grading

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - Below 60

Grading components are assigned weights based upon the work required of the student and the importance to the course. The work performed for this course is weighted as follows:

- 30% - Active Class Participation
- 50% - Training Plan and Assignments
- 10% - Presentation of Training Plan
- 10% - Chapter Quizzes and Tests

General Information on Course Assignments:

Assignments are due by the end of class (12:30 p.m.) on the due date scheduled.

Students have the option to hand in written assignments during class on the due date or by submission to Canvas on due date, no later than 12:30 pm.

Please name all submitted documents as follows:

Last Name First Initial Assignment Title

Submit written assignments through the links provided in Canvas. If the student's Web connection is down for some reason, assignments may be faxed to 903-565-5650. Please note that turnaround time for faxed assignments may be slightly longer.

Students should notify the instructor as soon as possible of special circumstances that could interfere with the timely completion of assignments. **Late papers and projects will not be accepted without prior approval and late papers will be subject to a reduction in letter grade.** Even with prior approval, the instructor reserves the right to lower grades in accordance with the tardiness of submitted late assignments.

If a student needs assistance with proofreading or writing skills, he or she should contact UT-Tyler Writing Center, BUS 202, (903) 565-5995, email: writingcenter@uttyler.edu.

Course Assignments

1. Active Class Participation (30% of final grade)

Dialogue is a very important part of any formal university learning. Active class participation requires students to be involved in the course on a regular basis. This includes attending all scheduled class meetings, introductions, responses to all topic questions, feedback to other students, and a willingness to ask questions and to assist others with learning activities.

Students should plan on entering Canvas regularly to check for announcements or changes to class activities. It is recommended that a student check Canvas for new information at least 24 hours prior to class meetings.

Students may have special issues and responsibilities that impact weekly participation at times. However, consistent and sustained participation is expected. Lack of preparation and engagement will affect the final course grade.

Excused absences for religious holy days or active military services are permitted according to the policies outlined in the UT Tyler Policies below.

Due dates are specified in the Course Schedule.

2. Training Plan (50% of final grade)

Each student will be required to prepare a training plan for a topic of choice. This plan will address the nine stages of instructional design as outlined by Dr. John Hoffman in the course text. Students will submit their training plans in several stages (assignments), for review and consultation with the instructor.

Students will have the option to team with another student to prepare a training plan (teams are limited to two members). Team members will receive the same grade for the finished project and presentation, augmented by team member evaluations.

All written assignments must be prepared using Word or other word processing program **accessible to Word**. All papers should be formatted using APA 6th edition standards.

Due dates for individual assignments are specified in the Course Schedule.

Due date for completed Training Plan: April 23, 2020 by midnight Central Standard Time, submitted through Canvas.

3. Presentation of Training Plan (10% of final grade)

Each student or team will prepare a presentation (using PowerPoint or other option) of the completed training plan. In addition, this presentation will address the process the student/team used to design the training plan.

Due date: presentations should be posted into Canvas prior to actual class presentation.

4. Quizzes and Tests (10% of final grade)

Grading Procedures

1. Reading Assignments

Each student is responsible for completing the reading assignments in a timely manner. Deadlines are listed in the Course Schedule.

2. Written Assignments

Depending upon the size of the class, grading may take several days to a week to complete.

A letter grade will be deducted for each day an assignment is late.

Papers will be evaluated based upon the following criteria:

1. Clarity of expression on the topic.
2. Inclusion of all required data.
2. Selection and expression of relevant ideas, concepts, and information.
3. Quality of the support of evidence for statements included.

Assignments will be opened through Word, allowing the instructor to make comments, ask questions, etc. When all papers are graded, an announcement will be posted in Canvas. Students can click on the Canvas grade in order to read comments.

All written assignments go through plagiarism detection programs. Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources used. Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, as outlined in the Handbook of Operating Procedures, University of Texas at Tyler, will not be tolerated. 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 student's official school records. Also, please note that the handbook obligates participants to report all observed cases of academic dishonesty to the instructor.

There is **never** a good reason for “copying and pasting” someone else’s work without attributing that work to the author through the use of citations and references. **All academics build their work on the work of others, giving credit to others’ work.** That is what learning and research are all about. Just remember to be professional and use your APA manual to ensure that you do not violate copyright laws or university policy.

University of Texas at Tyler Policies

Soules 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 Soules College of Business 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 Soules College of Business 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 oneself in a professional manner both on and off campus.

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

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://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at

<http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

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.uttyler.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 of which students need to be aware. 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/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities.

If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

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.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
 - copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be

- removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
 - iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
 - iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](tel:903.566.7254) (903.566.7254)

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