



BUS. 381 EMPLOYEE TRAINING AND DEVELOPMENT SPRING 2012

Instructor: Dr. Judy A. Grotrian, Professor of Business

Office: TJ Majors 300

Office Hours: MTWR 8:00 a.m. – 9:15 a.m.
Friday – By appointment

Office Telephone: 402-872-2290

Email Address: jgrotrian@peru.edu

Course Meets: M&W 9:30 a.m. to 10:45 a.m. TJM 326

Required Textbook: “Employee Training and Development,” Raymond A. Noe,
Mc-Graw Hill Irwin, 5th Edition, 2010.

Courteous Request: If you bring a cell phone to class, please silence it during class.
Also, no text messaging or talking on phone is allowed during class.

Course Description & Objectives

This course is designed to assist students in the study of corporate training. Topics include needs assessment, theories and program design, transfer of training, traditional training methods, use of new technologies in training, and follow-up and evaluation of costs and benefits of training. Upon completion of this course you should be able to:

1. develop an understanding of organizational training and development;
2. learn how to plan, develop, and deliver needed training;
3. learn how to assess training needs and how to evaluate results; and
4. learn how to track ongoing follow-through.

Expectations & Instructional Approach

Classes will include lectures, class participation, daily work, and a final training project. Attendance and participation are vital to the learning experience. Consequently, I expect you to be at each class having read the material and ready to participate in the day's

discussions and exercises. Please be in class on time. In order to foster a climate conducive to learning, please join me in treating your classmates with respect. I encourage students to ask questions, seek my help when they need it, and help their classmates understand the material.

Assessment and Grading

Class Attendance and Participation: It is the responsibility of the student to be present in class just as it is the responsibility of the employee to be present at work. In order for you to be an effective class participant, it is expected for you to have READ the chapter PRIOR to class meetings. In order for you to receive the earned/assigned points for class participation, daily work, and the final training project, you MUST be present in class and complete and turn in the assignments on time. Late assignments are NOT accepted. After any class absence, your grade drops five (5) points from total points for each time you are absent. PLEASE NOTE: There are circumstances that may merit your being absent. (For example, scheduled PSC extracurricular events, hospitalization, death of a family member or friend, circumstances beyond your control).

Homework: You will complete homework assignments during the course. Homework is due as scheduled and is worth a total of 155 points. (Other assignments/points may be added to the course). The final training project is worth 105 points. (See Assessment and Due Date Information at end of syllabus).

Your final grade will be based on class participation, daily work, and a final training project. Unless directed otherwise, students are expected to do their own work on assignments. Academic dishonesty will result in actions in accordance with the college's disciplinary policy and may result in loss of credit for the assignment. Students with special needs are encouraged to make them known to the instructor during the first week of class. The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students in advance.

College's Grading Scale

A	90 - 100
B+	85 - 89
B	80 - 84
C+	75 - 79
C	70 - 74
D+	65 - 69
D	60 - 64
F	59 and below

College's Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the

semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future

submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend students for two semesters found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

Title IX Compliance Notice

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade,

Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).

Tentative Course Schedule

Week of	Topics	Reading Assignments
January 9	Intro to Employee Training/Development	Chapter 1
January 16	Strategic Training	Chapter 2
January 23	Needs Assessment	Chapter 3
January 30	Needs Assessment	Chapter 3
February 6	Learning: Theories and Program Design	Chapter 4
February 13	Learning: Theories and Program Design	Chapter 4
February 20	Transfer of Training	Chapter 5
February 27	Training Evaluation	Chapter 6
March 12	Traditional Training Methods	Chapter 7
March 19	Traditional Training Methods	Chapter 7
March 26	E-Learning and Use of Technology in Training	Chapter 8
April 2	Employee Development	Chapter 9
April 9	Special Issues in Training and Development Careers and Career Management Final Project – Training Activity	Chapter 10 & Chapter 11 &
April 16	Special Challenges in Career Management Final Project – Training Activity	Chapter 12 &
April 23	Final Project – Training Activity	
April 30	Finals Week - Final Project – Training Activity	

PLEASE NOTE ATTENDANCE STATEMENT:

**ATTENDANCE IS REQUIRED DURING ALL FINAL PROJECT SEMINAR/
TRAINING ACTIVITY DATES TO RECEIVE POINTS EARNED ON YOUR
OWN FINAL PROJECT.**

April 11	Project Seminar – Training Activity	Students 1 & 2
April 16	Project Seminar – Training Activity	Students 3 & 4
April 18	Project Seminar – Training Activity	Students 5 & 6
April 23	Project Seminar – Training Activity	Students 7 & 8
April 25	Project Seminar – Training Activity	Students 9 & 10
April 30	project Seminar – Training Activity	Students 11 & 12
May 2	Project Seminar – Training Activity	Students 13 - 16

FINAL EXAM - Wednesday, May 2, 2012 - 10:30 a.m. – 12:30 p.m.

**Bus. 381 Employee Training and Development
Assessment and Due Date Information**

DATES TO NOTE:

Ch. 1 Report	January 23	
Students 1 & 2 Video	January 23	
Internet Article	January 25	
Training Topic	February 6	
Students 3 & 4 Video	February 6	
Lesson Plan	February 8	
One Minute Manager	February 13	
Students 5 & 6 Video	February 13	
Assist with Business Contest	February 15	
Job Aid	February 22	
Students 7 & 8 Video	February 22	
Who Moved My Cheese	February 27	
Students 9 & 10 Video	February 29	
Fish	March 12	
Interview Reports	March 14	
Students 11 & 12 Video	March 19	
Interview Reports	March 19	
Speaker	March 21	
Speaker Summary	March 26	
The Richest Man in Town	March 26	
Interview Reports	March 28	
Students 13 & 14 Video	March 28	
Interview Reports	April 2	
Students 15 & 16 Video	April 2	
Book Summary	April 9	
*Final Training Project	April 11	Students 1 & 2
*Final Training Project	April 16	Students 3 & 4
*Final Training Project	April 18	Students 5 & 6
*Final Training Project	April 23	Students 7 & 8
*Final Training Project	April 25	Students 9 & 10
*Final Training Project	April 30	Students 11 & 12
*Final Training Project	May 2	Students 13-16

Final Exam Time is Wednesday, May 2, @ 10:30 a.m. – 12:30 p.m.

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ASSESSMENT POINTS
(Other assignments/points may be added).

Chapter 1 Report	25
Internet Article	10
Lesson Plan	10
Job Aid	10
One-pg. Book Summary 10 points x 4	40
Speaker	10
Interviews	25
Two-pg. Book Summary	<u>25</u>
	155 points
Final Training Project	<u>105</u>
TOTAL POINTS	260

Grading Policy – See Class Attendance and Participation stated in Syllabus.