

**BUS. 381 EMPLOYEE TRAINING AND DEVELOPMENT
SPRING 2010**

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

Office: TJ Majors 243

Office Hours: MTWR 8:00 a.m. – 9:30 a.m.
Friday – By appointment

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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, 4th Edition, 2008.

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). Just like an employee at work, in order for the absences to be considered excused, you MUST contact me by phone, email, or in person PRIOR to the class meeting scheduled time.

Homework: You will complete homework assignments during the course. Homework is due as scheduled and is worth a total of 145 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.

NSCS Board of Trustees Policy 4220 states that each College “. . . will establish a distance learning assessment policy that will include, at a minimum, a substantial culminating experience that is proctored.” Peru State College’s policy is that each course that is offered entirely online will feature a proctored final exam that substantially measures the extent the course’s stated learning objectives are achieved. Online course syllabi will clearly state that, regardless of grades earned previously, the proctored final exam must be passed in order to receive credit for the course. Courses which feature graded site-based activities (e.g., teaching demonstrations) and/or video-taped presentations that occur near the end of the term, and that are designed to substantially assess the achievement of learning objectives, can be considered in compliance with this policy. Project-based capstone and graduate courses utilizing real-time discussions held by web-cam, phone or in person with the faculty member as part of the assessment process can also be considered in compliance with this policy.

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 11	Intro to Employee Training/Development	Chapter 1
January 18	Strategic Training	Chapter 2
January 25	Needs Assessment	Chapter 3
February 1	Needs Assessment	Chapter 3
February 8	Learning: Theories and Program Design	Chapter 4
February 15	Learning: Theories and Program Design	Chapter 4
February 22	Transfer of Training	Chapter 5
March 2	Training Evaluation	Chapter 6
March 15	Traditional Training Methods	Chapter 7
March 22	Traditional Training Methods	Chapter 7
March 29	E-Learning and Use of Technology in Training	Chapter 8
April 5	Employee Development	Chapter 9
April 12	Special Issues in Training and Development Careers and Career Management Final Project – Training Activity	Chapter 10 & Chapter 11 &
April 19	Special Challenges in Career Management Final Project – Training Activity	Chapter 12 &
April 26	Final Project – Training Activity	
May 3	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 14	Project Seminar – Training Activity	Team 1
April 19	Project Seminar – Training Activity	Team 2
April 21	Project Seminar – Training Activity	Team 3
April 26	Project Seminar – Training Activity	Team 4
April 28	Project Seminar – Training Activity	Team 5
May 5	Project Seminar – Training Activity	Teams 6 & 7

FINAL EXAM - Wednesday, May 5, 2010 - 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 25	
Group 1 Video	January 25	
Internet Article	January 27	
Training Topic	February 8	
Group 2 Video	February 8	
Lesson Plan	February 10	
One Minute Manager	February 15	
Group 3 Video	February 15	
Assist with Business Contest	February 17	
Job Aid	February 24	
Group 4 Video	February 24	
Who Moved My Cheese	March 1	
Group 5 Video	March 3	
Fish	March 15	
Interview Reports	March 17	
Group 6 Video	March 22	
Interview Reports	March 22	
Speaker	March 24	
Speaker Summary	March 29	
Book Summary	March 29	
Interview Reports	March 29	
Group 7 Video	March 31	
Interview Reports	March 31	
Groups 8 & 9 Video	April 12	
*Final Training Project	April 14	Group 1
*Final Training Project	April 19	Group 2
*Final Training Project	April 21	Groups 3
*Final Training Project	April 26	Groups 4
*Final Training Project	April 28	Groups 5
*Final Training Project	May 5	Groups 6 & 7

Final Exam Time is Wednesday, May 5, @ 10:30 a.m. – 12:30 p.m.

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

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 3	30
Speaker	10
Interviews	25
Two-pg. Book Summary	25
	145 points
Final Training Project	105
TOTAL POINTS	250

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

