Mazie E. Will, CPS/CAP, Associate Professor
ACR 102 (New location)
432-837-8072
E-mail: mwill@sulross.edu
Office Hours:

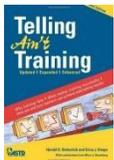|		
Mon		2:00 – 3:30 p.m.
Tues	9:30 – 10:30 a.m.	2:00 – 3:30 p.m.
Wed	11 a.m. -12 Noon	2:00 – 3:30 p.m.
Thurs	9:30 – 10:30 a.m.	

Other times by appointment;
*Subject to change if University duties require

My Favorite Mottos
"A mind once expanded by a new idea can never return to its original dimension."

~Oliver Wendell Holmes

"Just Do It"   ~Nike

Recommended
Textbook:

Stolovitch. Telling Ain't Training. ASTD Press.
ISBN: 978-1562867010

Required   Blackboard 9 http://sulross.blackboard.com/
Software
Supplies &
Resources: Computer with high-speed internet connection
•
   o   USB or CD/DVD to submit materials (will not be returned)
   o   Headset with microphone
•
        Recommended: Inexpensive web cam attached or built in to computer or smart phone
        Recommended: Video recording device (smartphone is fine)

Software/Web

• MS Office 2013 preferred MS Office 2010 or other acceptable—Word, PowerPoint, Excel
   Office 365 Cloud available through SRSU
• Facebook Secret Group (posted in Blackboard)
• iTunes for Podcasts
• Adobe Reader
• Download the following software and create accounts for still screen and video screen capture projects:
• Select the appropriate download for the Windows or Mac operating system you are using.
   o CamStudio (open source; free)
   o Jing (free!!! Account sign up for easy sharing capability)
   o Camtasia; SnagIt (30-day free trial) from http://www.techsmith.com
      • Survey Monkey (create free account—required)
   o YouTube.com
   o iTunes for Podcasts / iTunesU
   o Others to be announced

Other Course Resources
      Check your SR email often; access Blackboard on a routine schedule
      Join and participate in course-related secret Facebook group; information to be provided.

Technical Problems   HELP DESK 432-837-8888

Program Learning Objectives

PLO 1	apply computer literacy and fundamental computer applications skills to business-
PLO 2	communicate business information through written, oral and other delivery processes
PLO 3	analyze, design, and demonstrate skills and knowledge applied to the supervisory and training functions in a business environment
PLO 4	apply and demonstrate skills of specialized, industry-standard photo-editing software to produce documents and media relevant to business

Anticipated Topics

Learning Theory (Adult Learning Theory)

- Training Cycle
- Needs Assessment & Learning Objectives
- Developing the Training Design
- Knowledge Management & The Learning Organization
- Proper Learning Climate
- Corporate Universities
- Commercial or Trainer-Developed Programs
- CD/DVD/VHS resources
- E-learning/Online-Learning/Web-based Learning
- Social Media, Webinars, YouTube, iTunes Podcasts
- Implementing & Delivering the Training Program
- Equipment and How to Use It (including distance education equipment)
- The Trainer's Role
- Trainer Styles
- Evaluating the Training Program, including ROI Return on Investment
- Trainer Careers & Certifications; professional associations
- Training Trends, Research, & Resources
- Visual Aids, Multimedia/Technology Resources, including DVDs, movies
- Create Training Materials using
  - o MS Word and PowerPoint software
  - o PDF creation
  - o CamStudio (free-open source software)
  - o Jing (free)
  - o YouTube
  - o Other to be announced
    - o SnagIt/Camtasia software (30-day free trial)
- Gamification: Training Games for Motivation & Team Building
- Sul Ross QEP

Communications and Submission Requirements

SRSU email is the address used in Blackboard. Please use it when contacting me or when you are submitting assignments. The professor is not responsible for email that is returned and does not reach parties on either side. If an email is returned to me due to exceeded quotas, incorrect address, or inactive account, it will not be emailed again. Follow specific instructions for submitting work.

Save all documents using the following file naming conventions: YourName_3385_Topic. Any assignment or email submissions must contain a subject line that includes YourName_3385Topic; for example, a journal abstract will have YourName_3385_Abstract as the subject line. This reduces risk of loss due to the heavy volume of assignments and emails I receive. If you are sending an email message about non-assignment matters, be sure to include an appropriate subject in the subject line.

You will produce and present a variety of training materials/sessions in this course. All assignments, including training plan and presentation materials, are due on December 7, 2015.

Evaluation

- Training Plan* 30%
    o Specific rubric to be posted in Blackboard

- Training Implementation (**Final Presentation) 30%
- Assignments* 25%
    o Exercises/Projects/Video/Other

- Attendance/Course Participation 15%
    o Discussion Boards
        o Facebook secret group participation

***All Training Materials must be submitted to the professor on a USB or CD/DVD which will not be returned no later than Monday, December 7, 2015. The mailing address or delivery location will be provided in Blackboard.

Course Grading Scale

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 0 - 59%

Reward points (1-5) may be offered and awarded for special situations, including exemplary work. Your professor will let you know about course-related extracurricular events on campus or in your community. Your participation in these extra activities will be optional; however, your attendance will earn reward (bonus) points. The value of the points will vary and will be at the discretion of the professor. Requests for extra credit to make up incomplete work, late assignments, procrastination, or non-participation will not be considered.

Distance Education (Web-course) Non-Participation Statement
Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences with a grade of **"F"** or a **"W"**. In distance education courses, this policy is interpreted as non-participation; once a student has been documented as non-participating for more than 3 weeks of inactivity during a long semester or 1 week of inactivity during a summer session, the instructor may drop the student from the course with a grade of **"F"** or a **"W"**. Non-participation and inactivity may include not logging on to the course, not submitting assignments or participating in other assigned activities as Scheduled, not communicating with the instructor by phone or e-mail, and/or not following the instructor's participation guidelines stated in the syllabus.

Any student who has not logged on to this course or submitted assignments by September 18 will be considered to have exceeded the University's policy on "excessive absences" and may be automatically dropped from the course. Blackboard statistics track the logins made and document the sections of the course accessed. These statistics will be used by your professor as a factor in documenting your participation in the course.

Your professor will use Blackboard statistics to document logins to the course and assignments accessed.

When a discussion board or blog is assigned, you should read it to get information needed to contribute to the topic. Outside reading and research from resources such as the library, web, and personal experiences may help you formulate a response. All responses will be viewable and will be read by the professor and all members of the course. If an opinion or personal experience is requested or appropriate, please provide it in an informative, constructive way. I reserve the right to remove any discriminatory or inflammatory posts or replies without notice. I also reserve the option of discussing inappropriate behavior with the student; flagrant matters may be forwarded to the appropriate University official for discipline.

The Facebook secret group will be used to share ideas and comments from members of the class. Instructions on how to access the group will be provided.

Discussion boards will be used for discussion of course-related issues and other appropriate topics. You are expected to continue discussion to add substantive material. Posting your own ideas adds to the whole; however, your reply to other students' entries is also expected when appropriate and relevant. The instructor moderates these discussion boards and reserves the right to remove any discussion board or blog post that she deems inappropriate for the objectives of the course.

Your Training Presentation will be scheduled as a WebEx webinar; it is considered your FINAL EXAM. Because this is a major requirement for the course, you must adjust your schedule to join the meeting. Your professor and everyone in the course is busy with school, work, and family commitments, so attempts will be made to coordinate convenient times. Courteous participation in the webinar is expected. Proper internet etiquette will be conducted. The use of inappropriate language is not permitted. Serious violations of proper online conduct may result in University disciplinary action.

Communication

- To contact your professor outside of class, use email to mwill@sulross.edu, voice mail 432-837-8072, or see me during posted office hours in ACR 102. I check email and voice mail regularly.
- Replies to emails will be sent as soon as possible and usually within 24 hours. If I'm out of town on University business, however, it may take a little longer. Your understanding is appreciated.
- Occasionally, other university commitments require my being out of the office to attend meetings during my office hours. If this happens, leave a message or email me. Your understanding is appreciated.
- Your Sul Ross email is PREFERRED by the University. You are responsible for checking your email account often and keeping capacity limits under control. The instructor is not responsible for emails that do not reach the recipient on either side due to incorrect addressing, system failures, etc. Returned email will not be re-sent.
- If the professor is away from the University, her designee will attend the class to make announcements. Someone will be present to monitor the class and to record attendance.

Course Grade

- Use Banner Self-Service to access your final course grade which is viewable as soon as the professor posts it. This is your best source of information.
- University policy emphasizes that Incomplete (I) grades are considered only in extreme emergencies and not for extra time to complete assignments. Recording an "I" is at the sole discretion of the professor. A student with an "I" grade in this course can receive a final grade no higher than a "B."

six courses during the lifetime of their undergraduate enrollment while attending any public institution in Texas.
- Think before you drop! It may be better to complete the course!

Academic Dishonesty Policy

Read the Academic Dishonesty Policy listed online at http://www.sulross.edu and printed in the Student Handbook; it will be enforced. Plagiarism of printed text, Internet, multimedia, or other copyrighted material is against the law. Use the information you find, but give credit to the authors through proper referencing. Use the APA style. Cheating includes the exchange or sharing of computer files and the presentation of another's work as one's own. Online assessments are to be taken independently and without the assistance of other students, whether they are in the class or not. The instructor reserves the right to use the Blackboard feature, SafeAssign, to check documents for appropriate and credible documentation; significant undocumented text may be brought to the student's attention, if time permits, for correction and possible resubmission.

Accessibility Services

It is Sul Ross State University policy to provide reasonable accommodation to students with disabilities. If you would like to request such accommodations because of a physical, mental, or learning disability, please contact the ADA Coordinator for Program Accessibility in Ferguson Hall, Room 112, 432-837-8203.

Counseling and Prevention Services

Personal counseling services are provided for students, faculty, and staff. Persons seeking those services should go to Ferguson Hall, Room 112, 432-837-8203.

Academic Advising
I am available to help you in Administrative Systems & Technology. I can also refer you to the right person or office for other matters. Contact your academic adviser.

Weekly Calendar*

Learning Unit	Dat	Topic
Opening	Aug 26 – Sept 2	Introductions; Syllabus; Discussion Boards; Download software
LU 1-2	Sept 2 - 9	Discussion Boards Survey Monkey (complete survey) Chapters 1 & 2
LU 3-4	Sept 9 - 23	Chapters 3 & 4 Individual work on projects; Submit Screen & Video Captures
LU5-6	Sept 23 – Oct 7	Chapters 5 & 6; Gamification
LU 7-8	Oct 7 - 21	Chapters 7 & 8 Individual Work on Training Plan Projects; Discussion Boards
LU 9-10	Oct 21 – Nov 4	Chapters 9 & 10 Individual work on projects
LU 11-12	Nov 4 - 18	Chapters 11 & 12
LU 13	Nov 18 – Dec 2	Chapter 13 Individual work on projects
	Nov 25-29	Thanksgiving Holiday
	Dec 3 - 7	Individual Work: Finalize Training Plan & Materials
FINALS	Dec 7	DVD/CD/USB portfolios and materials submitted; no extensions; DVD/CD/USB will not be returned

*May be modified if circumstances require

Students should check the University Academic Calendar to meet all deadlines such as application for graduation, scholarships, dropping a course with a W, preregistration for the next semester, and more.