

**Syllabus
AST 3385
Training & Development
Fall 2016**

Mazie E. Will, CPS/CAP, Distinguished Associate Professor Emeritus

No office location

432-837-8072 (Please leave message)

E-mail: mwill@sulross.edu

ONLINE/VIRTUAL Office Hours:

TuWTh 11-11:30 a.m.

Other times by arrangement

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

Required Textbook: Biech, Elaine. Training and Development for Dummies

Copyright: 2015

ISBN: 978-1-119-07633-9

Required Software, Equipment Supplies & Resources:

- Computer with high-speed internet connection
- USB or CD/DVD to submit materials (will not be returned)
- Combination headset with microphone
 - Recommended: Inexpensive web cam, onboard or external
 - Recommended: Video recording device (phone cam is ok)
- **Course-related secret Facebook Group**

Software

- MS Office 2013 or 2016 preferred—Word, PowerPoint, Excel, Publisher
- Office 365 is available through Sul Ross State University free to students, faculty, staff
- iTunes; iTunesU
- Adobe Reader
- Download one or more of the following for still screen and video screen capture projects:
- Select the appropriate download for Windows or Mac operating system you are using.
 - [Jing](#) (free!!! Account sign up for easy sharing capability)
 - [CamStudio](#) (open source; free)
 - [Camtasia](#); [Snagit](#) (30-day free trial) from <http://www.techsmith.com>
 - YouTube
- [Survey Monkey](#) (create free account—required)

Other Course Resources

Check your SR email often; access Blackboard often; follow Facebook group often

Technical Problems

HELP DESK 432-837-8888

Program Learning Objectives

PLO 1	apply computer literacy and fundamental computer applications skills to business-related documents
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

Probable Topics (Not exclusive)

- 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
- Conference Planning
- Visual Aids, Multimedia/Technology Resources, including DVDs, movies
- IceBreakers
- Create Training Materials using
 - MS Word and PowerPoint software
 - PDF creation
 - CamStudio (free-open source software)
 - Jing (free)
 - SnagIt/Camtasia software (30-day free trial)
 - YouTube (create account)
- Gamification: Training Games for Motivation & Team Building
- Business/Industry and Education (School) Partnerships

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 at the scheduled WebEx webinars during Finals Week**.

Evaluation

- **Training Plan*** **35%**
 - Specific rubric to be posted
- **Training Implementation (**Final Presentation)** **35%**
- **Assignments, Exercises, Short Projects*** **15%**
- **Attendance/Course Participation** **15%**
 - Numerous Discussion Boards
 - Blog posts, or other, as announced/assigned

***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 9, 2016. 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 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. In Web courses, this policy is interpreted as not participating for more than 3 weeks in a long semester, 1 week in a summer session, or 3 days in the midwinter session. Any student dropped for non-participation will receive an F in the course dropped. Inactivity may include the following:

- not logging on to the course
- not submitting assignments
- not participating in scheduled activities
- not communicating with the instructor by phone or email, 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 20 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** or **FACEBOOK group** is assigned/posted, 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.

A **Course Blog** may be used to share ideas and comments from members of the class. Instructions on how to access the blog 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.

There is a secret **Facebook** group that will be used for sharing, discussion, and interaction. Each student enrolled in the course will be added to the group.

Your Training Presentation will be scheduled as a **webinar OR live Facebook video**; 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 presentation session 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 virtual office hours. 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 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."

- *Important Notice to Entering Freshmen, Fall 2007 and beyond: A student cannot drop more than 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.

Campus Concealed Carry Policy

The link to the SRSU policy on Campus Concealed Carry is [here](#).

Weekly Calendar*

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Week	Date	T
1	Aug 22-30	Introductions and Icebreakers Syllabus; **Discussion Boards; **Facebook Group Download software as instructed Chapter 19 and 21: Ten Webinar Warmups and Ten Icebreakers That Work
2-3	Aug 30-Sept 13	Chapters 1-3; Chapter 22 Discussion Boards Facebook Group Survey Monkey (complete survey, as instructed)
4-5	Sept 13-27	Chapters 4-7 Discussion Boards Facebook Group Individual work on projects; Submit 1 st Screen & Video Capture by Sept 27.
6-7	Sept 27-Oct 11	Chapters 8-12; Gamification Discussion Boards
8-9	Oct 11 - 25	Chapters 13-14 Discussion Boards Facebook Group Individual Work on Training Plan
10-11	Oct 25-Nov 8	Chapters: 15-17 Individual Work on Training Plan Discussion Boards Facebook Group Submit 2 nd Video Tutorial by Nov 8.
12-13	Nov 8 – Nov 22	Chapters 18-20 Discussion Boards; Facebook Group
	Nov 23-25	Thanksgiving Holiday
		Complete Training Plan and other projects as assigned
FINALS Week	Dec 9	DVD/CD/USB portfolios and materials submitted, as instructed; no extensions DVD/CD/USB will not be returned

*May be modified if circumstances require

**Discussion Boards and Facebook Group interaction will occur throughout the semester.