## Instructor Information

Dr. Eric Busby
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Email: eric.busby@sulross.edu
Office Hours: By Appointment

Class Time and Location: Tuesday & Thursday with virtual lectures
2:00 pm - 3:15 pm
Industrial Technology Building RM 103

Required Textbook:
Employee Training and Development, 9th Edition
Author(s): Raymond Noe
Publisher: McGraw - Hill
ISBN-10: 0470444045; ISBN-13: 9780470444047

https://sulross.textbookx.com/institutional/index.php?action=browse#books/3664711/
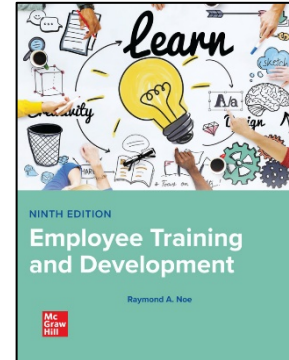
Reference (*Not Required to Purchase*)**:**
There will also be additional reading material assigned in the form of handouts that contain industry-related information. Students will be responsible for that information on tests and quizzes.

Course Description

Training and development will be studied in the context of organizational strategy. Topics such as needs analysis, training evaluation, and effectiveness and usefulness of training to the organization will be reviewed and discussed. Review of training design and implementation of training are examined.

Student Learning Outcomes

This course is designed to meet one or more of the following Student Learning Outcomes:
1. Describe the influence of business strategy and organizational characteristics on employee training and development.
2. Demonstrate an understanding of effective instructional design, including needs assessment, learning and transfer of training, program design, evaluation, and choosing appropriate methods.
3. Recognize the issues and trends related to employee development and career management.

THIS SYLLABUS MAY CHANGE AT ANYTIME

Marketable Skills

1. Students will demonstrate knowledge of project management, project planning, scheduling, and estimating.
2. Students will demonstrate knowledge of industry safety practices.
3. Students will understand and implement lean philosophies to improve efficiency and eliminate waste.
4. **Students will demonstrate the ability to communicate information and ideas verbally and in writing so others will understand.**

Course Objectives

Upon completion of this course the student will be able to:

- Demonstrate an understanding of the following topics by correctly answering various styles of questions presented on worksheets, tests, and by completing a variety of written exercises.
- Understand the effect and use of technology on the field of training today.
- Learn to use appropriate technology to research and develop an effective needs-assessment.
- Describe theories and principles of training and development and by what means individuals learn and can apply that learning to change their behavior.
- Effect of training and development on employee performance, performance management, and the effect of training professionals.
- Be able to develop an appropriate training strategy for today's organization – using both onsite classroom and distance learning technologies.
- Recognize the importance of competent, persuasive, and effective communication in training and development.
- To understand and be able to use appropriate training software packages.
- Describe different approaches to training and development and be able to identify which ones are most useful for which kinds of knowledge, skills, abilities, or attitudes.

This class is to be a learning experience, and your participation is required for you to be successful. As such the class structure, lesson topics, and overall learning environment will emphasize more than just knowledge comprehension.

SRSU Accessibility Services Statement

ADA Statement: Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Alpine students seeking accessibility/accommodations services must contact Mary Schwartze Grisham, M.Ed., LPC, SRSU's Accessibility Services Coordinator at 432-837-8203 (please leave a message and we'll get back to you as soon as we can during working hours), or email counseling@sulross.edu. Our office is located on the first floor of Ferguson Hall (Suite 112), and our mailing address is P.O. Box C-122, SUI Ross State University, Alpine, Texas 79832.

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Library Information

The Bryan Wildenthal Memorial Library in Alpine offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, library.sulross.edu. Off-campus access requires logging in with your LoboID and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or phone (432-837-8123).

The Southwest Texas Junior College (SWTJC) Libraries at Uvalde, Del Rio, and Eagle Pass. Offer additional access to library spaces and resources. Del Rio, Eagle Pass, and Uvalde students may also use online resources available through SWTJC website, library.swtjc.edu. The SWTJC Libraries serve as pick-up locations for Inter-Library Loan (ILL) and Document Delivery from the Alpine campus.

Diversity Statement

"I aim to create a learning environment for my students that supports a diversity of thoughts, perspectives and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, socioeconomic class, age, nationality, etc.). I also understand that the crisis of COVID, economic disparity, and health concerns, or even unexpected life events could impact the conditions necessary for you to succeed. My commitment is to be there for you and help you meet the learning objectives of this course. I do this to demonstrate my commitment to you and to the mission of Sul Ross State University to create an inclusive environment and care for the whole student as part of the Sul Ross Familia. If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you."

Classroom Climate of Respect

Importantly, this class will foster free expression, critical investigation, and the open discussion of ideas. This means that all of us must help create and sustain an atmosphere of tolerance, civility, and respect for the viewpoints of others. Similarly, we must all learn how to probe, oppose, and disagree without resorting to tactics of intimidation, harassment, or personal attack. No one is entitled to harass, belittle, or discriminate against another on the basis of race, religion, ethnicity, age, gender, national origin, or sexual preference. Still, we will not be silenced by the difficulty of fruitfully discussing politically sensitive issues.

Distance Education Statement

Students enrolled in distance education courses have equal access to the university's academic support services, such as Smarthinking, library resources, online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login information to verify students' identities and to protect students' information. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Attendance - Student Expectations

Attendance is necessary! Attendance and regular participation in the online classroom are essential for maintaining the best learning environment. Learning occurs in the relationship not only between student and course materials, but, just as importantly, peer to peer, professor to student, and student to professor.

Participation in this course via the Internet is the responsibility of the student. Students receiving benefits from government agencies must adhere to policies stipulated by the specific agency.

NOTE: This Internet section of this class demands that the student be self-motivated and self-disciplined. You are responsible for keeping up with the schedule, assignments, and exams. I will be contacting you throughout the semester by email, and Blackboard is available at all times.

What You Should Understand About Internet Classes

1. Be realistic about the amount of time required to do the coursework.
2. On-line is NOT easier!
3. Schedule class time just as if you were attending class on-campus.
4. Turn in your work ON TIME!
5. Participate actively in the class!
6. ***Use e-mail and the discussion boards to communicate often with your instructor & classmates.***
7. Log onto the class at least 5 times a week
8. Do NOT fall behind in your assignments.
9. ASK for help when you need help!

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 5, 2023 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.

Class Structure

The course is offered in both a traditional "Face-to-Face" and online format. This course is designed to be a guided study and not just dissemination of information. Strategies include: Reading resources (papers); lectures with assignment instructions and use of the discussion board through Blackboard; written assessments at midterm and final; use of the Internet; and e-mails among students and between individual students and the professor. There may be some step-by-step guided practice, individual assistance, and demonstrations during the scheduled class time in areas where there seems to be a need. It is essential that everyone be in attendance during the scheduled meetings to share information, demonstrations, activities, and so questions are answered. ***Students are responsible for completing all assigned work.***

Discussion Participation
Discussion topics are set up for each module; you are expected to contribute to each discussion by posting a comment and replying to at least 2 other posts. Five points can be earned for each discussion following the guidelines below. Spelling and grammar count.

Time Commitment

You will be expected to log on to the course site 5-6 times per week. You are also expected to participate in all assigned activities including discussions in the course. Students should be prepared to spend at least 4-6 hours per week outside of class on assignments that will include: Homework, Reading Assignments, Lab work and studying for tests and quizzes.

Assignments

All assignments are to be submitted via Blackboard. No late work will be accepted without proper documentation or prior approval by the instructor.

Course Communication: The official e-mail communications channel for this course is the **Sul Ross State University e-mail account (yourname@sulross.edu**) of each student and professor. For the purposes of this course, no other e-mail account is acceptable.

Due dates: All assignments and projects will be given due dates which must be met. All assignments will be due by 11:59 pm on the assigned day. Assignments and projects will not be accepted if they are turned in late without approval. **Late assignments will lose ten points per calendar day**. Students are responsible for meeting the deadlines even if classes are missed.

Grading: All work will be graded on specific criteria using the following guidelines. Any worksheets will be graded on a points-per-answer basis. Any sketches and drawings assigned will be graded on a 100-point (percentage) scale. Criteria for grading will include accuracy of content, appropriateness of content for assignment, presentation, and clarity. Projects in the lab will be graded on accuracy, neatness, content, adherence to standards, adherence to assignment, and workmanship. Graded items will be broken into specific categories and presented on grade sheets given at the time the assignments are given.

Grading Policy

Final grades will be determined by totals in these areas:
- 15% quizzes
- 25% final exam (comprehensive)
- 30% assignments: homework, lab work, and discussion participation
- 30% final project (group or individual project)

In the event one of the above categories is not completed during the course that percentage will automatically be divided between the other categories at the same level. All assignment points will be converted to percentages for individual assignment letter grades.

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

Grades will be earned on the basis that "C" is average work, "B" is above average work, and "A" is well above average work. Barring any unusual circumstances, there will be _**NO INCOMPLETES**_ given at the end of this semester.

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Academic Honesty

All students are expected to complete their own work at all times. Any dishonest conduct will be promptly rewarded with a grade of "F".

<u>Plagiarism</u>

A student guilty of plagiarism and/or cheating will receive a grade of "F" in the course involved and the grade will be recorded on the transcript. Students giving and receiving assistance in any unauthorized manner during an examination will subject themselves to this cheating policy. A pattern of cheating will result in suspension.

Lab Time

As with all the Industrial Technology classes there will be a substantial amount of lab work to be done. Normally 6 hours outside of scheduled class time each week for researching, reading, and general homework is expected for college level work. All required research, lab work, and practice will be completed independently.

Quizzes

You will not be given advance notice of quizzes. They will be primarily written in nature. There will be no make-up quizzes.

Tests/Exams

All exams will be given on the announced date. The exams will cover material from class lecture <u>and</u> assigned readings. It is your responsibility to complete the exam when scheduled. Tests will either be administered through Blackboard using various styles of questions covering terminology, equipment, processes, and other items discussed. **Participation during the test is mandatory; no makeup tests will be given.**

Midterm Exam

There will be no midterm exam given.

Final Exam

The final exam will be during the week of October 20, 2023. The specific date and time will be announced during the semester. The exam will include written, practical, and analytical portions, and will be comprehensive of the entire semester. Do not make any other plans for that day and time