SR

Welcome to AST 3385: Training and Development!

Contact and Course Information

Instructor: Kayla Waggoner, MA
Email: kayla.waggoner@sulross.edu
Office Phone: My number will be provided through the Blackboard course.
Office Hours: Available upon request.

Course Time and Location: This course is an online-only course.
Course Date Range: Wednesday, January 14, 2026 to Friday, March 06, 2026
Course Title: AST 3385: Training and Development
Course Section: 1W1 (Online course)
Course Credit Amount: 3 credit hours

What is this course about? (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.

Required Materials:

- Dirksen, J. (2016). Design for how people learn. (2nd ed.). New Riders. ISBN-13: 978-0134211282
- Boller, S., & Kapp, K. (2017). Play to learn: Everything you need to know about designing effective learning games. ATD Press. ISBN-13: 978-1562865771

What do WE hope you will learn in this specific course? (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.

What do we hope you learn by the end of your program? (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.

In what ways will you be a competitive and hirable graduate of SRSU? (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.

Student Support and Resources

SRSU Accessibility Services 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. Students seeking accessibility/accomodations services must contact the SRSU Accessibility services office either in person, via email, or via phone to make an appointment.
The following personnel can be contacted:

- Director & SRSU Alpine Campus: Ronnie Harris, LPC, Counselor, 432-837-8203 or ronnie.harris@sulross.edu
- SRSU International Campus: Alejandra Valdez, 830-758-5006 or alejandra.valdez@sulross.edu

Services are located on the Alpine Campus on the first floor of Ferguson Hall, Room 112. The mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas 79832.

Wildenthal Memorial Library

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).

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.

Distance Education Statement for Nonparticipation

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 or 1 week in a summer 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 February 9, 2025 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.
.

The Difference Between In-Person versus Online Courses

1. Be realistic about the amount of time required to do the coursework.
2. You have to be proactive about communicating with your instructor and checking the Blackboard site.
3. Online does not mean easier.
4. I recommend that you schedule class time just as if you were attending classes in-person.
5. You have to work harder to actively participate, sometimes.
6. **Use your email and the discussion boards to keep communication going.**
7. It's easier to fall behind on assignments in an online course.
8. Ask for help when and if you need it!

Course Expectations

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.

SR

Plagiarism

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.

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".

Grade Allocation

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

Please note that this syllabus is subject to change at any time. If changes occur, students will be given advanced notice of said changes.