MGMT 4361 – Organizational Training & Development

Course Description/Overview

Description: This course provides students with the foundational knowledge and applied skills to design and implement training and development in organizational settings, including assessing training needs, active learning strategies, evaluating training effectiveness, and incorporating technology to train organizational members.

Prerequisite Knowledge
Senior/Junior Standing

Course Technology
Basic knowledge of internet searches and basic use of Microsoft office products.

Class Meeting Times
This is an online asynchronous course with no face-to-face meetings.

Technical Support
The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu

Faculty/Instructor Information

Name   Rene Segoviano
Title   *Senior Instructor*
Office: Norris-Vincent 242
Phone: 325/374-6630
E-Mail: rene.segoviano@angelo.edu
Office Hours: By appointment

I will respond to any e-mail inquiries or telephone calls within 24 hours and by Monday if your message comes to me over the weekend. **Please include your Course Name and a telephone number where I might reach you in all your messages to me.**

Course Objectives

Learning Objectives:
Upon completion of this course, students will be able to...

1. To provide students with an understanding of training fundamentals, including needs analysis and the design, implementation and evaluation of training.

2. To increase student awareness of how training is used to meet strategic human resource management goals, including the organization's changing human capital needs.

3. To enable students to be better consumers of training, both personally and as supervisors.

Course Textbook and Required Readings

Course e-book and materials may be found on the University's Blackboard system at http://blackboard.angelo.edu .

Noe, Employee Training and Development, 8th edition

Click on the first assignment and follow the commands to order the code/e-book.

PowerPoint slides are available on Blackboard.

Grading Policies

This course employs the following to measure student learning:

Grade Calculations	Percent of Grade
Exams	90%
Homework	10%

There will be four exams of 100 points and your overall exam grade will be the average of the four exams.

The due date for each assignment is on the class schedule. You have several days to complete each assignment; therefore, **I will not give extensions** for any assignments or exams not completed by the due date.

Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

A = 90 – 100 %
B = 80 – 89 %
C = 70 – 79 %

D = 60 – 69 %
F = 59 % and below.

Response Time

I will respond to questions and grading inquires within 24 hours or by Monday if your message comes to me over the weekend.

Missed/Late Work

Any missed homework or exams will be given a zero. Keep up with the due dates for homework and exams as per the syllabus.

Final Exam

There is no Final Exam for this class. Exam #4 will take the place of the final exam.

Course Policies

Academic Honesty and Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do no violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor's intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Code of Ethics

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one's actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them

- Respect the basic dignity of others by treating them as one would wish to be treated

Courtesy and Respect

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, religion, etc., violations of these rules will result in appropriate disciplinary actions.

Accommodations for Disability

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting:

Mrs. Dallas Swafford
Director of Student Development
Office of Student Affairs
University Center, Suite 112
325-942-2047 Office
325-942-2211 FAX
Dallas.Swafford@angelo.edu

Student absence for religious holidays

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Course Drop

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrars_office/course_drop_provisions.php.

Incomplete as a Course grade

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade "I" is given when the student is unable to complete the course because of illness or personal misfortune. For undergraduates, an "I" that is not removed before the end of the next long semester automatically becomes an "F". A graduate student will be allowed one year to remove a grade of "I" before it automatically becomes an "F". To graduate from ASU, a student must complete all "I's".

Grade Appeal Process

As stated in the Angelo State University Operating Policy and Procedures (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, has experienced inequitable evaluation procedures, or inappropriate grading practices, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the grade appeal process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.

MGMT 4361 DS1 - Course Outline

Module 1: March 21– March 27	
Chapter 1 - Introduction to Employee Training & Development	Assignments 1 & 2 close March 27 at midnight.
Chapter 2 – Strategic Training	

Module 2: March 28 – April 3	
Exam 1	Exam 1 closes April 3 at midnight.

Module 3: April 4 – April 10	
Chapter 3 – Needs Assessment	Assignments 3, 4, & 5 close April 10 at midnight.
Chapter 4 – Learning and Transfer of Knowledge	
Chapter 5 – Program Design	

Module 4: April 11 – April 17	
Exam 2	Exam 2 closes April 17 at midnight.

Module 5: April 18 – April 24	
Chapter 6 – Training Evaluation	Assignments 6 & 7 close April 24 at midnight.
Chapter 7 – Traditional Training Methods	

Module 6: April 25 – May 1	
Exam 3	Exam 3 closes May 1 at midnight

Module 7: May 2 – May 8	
Chapter 9 – Employee Development and Career Management	Assignments 9 & 10 close May 8 at midnight.
Chapter 10 – Social Responsibility: Legal Issues, Managing Diversity and Career Challenges	

Module 8: May 9 – May 11	
Exam 4	Exam 4 closes May 11 at midnight