



**Course Syllabus for HRD 3312: Training & Development
Fall 2024**

Kelly Moore, SPHR, MSHRD

Preferred Contact by Email:

kemoore@uttyler.edu

Office Hours: Wednesdays, 1:00 pm – 3:00 pm*

Office Phone: (903) 399-9875

Soules COB 227

*Email instructor for appointment
(meeting: in-person, Zoom, or phone)

Course Description:

Overview of the process of planning, implementing and the evaluation of training and development in a variety of settings; includes conceptual tools needed to develop and design training.

Required Textbook/Materials:

1. Dirksen, J. (2016). *Design for How People Learn, 2nd Edition*. Pearson. ISBN-13: 978-0134211282 and ISBN-10: 9780134211282. (Note: Textbook is available in Print and E-Book versions to rent/purchase at bookstore of your choice)
2. American Psychological Association (2019). *APA Publication Manual, 7th edition*. Washington, DC.
QR Access the Purdue Owl Website:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
3. Various Readings and Videos provided by Instructor

Course Learning Objectives:

- Provide various definitions for employee training and development.
- Describe the importance of strategic training and development within the organizational setting
- Identify features of designing training.
- Demonstrate knowledge of training and development methods for organizations.
- Engage in scholarly writing about social responsibility and/or a future training and development issues.
- Apply concepts of designing training and development in a virtual group setting.

Grading:

A	90-100	B	80-89	C	70-79
D	60-69	F	< - 59		

Grading Policy for HRD 3312:

Online Quizzes & Discussions Postings	20%
RTGM Group Meetings and Deliverables	40%
Individual Training & Development Project	20%
Experience Survey	10%
Final Exam (Reflective Essay)	10%

Online Quizzes and Discussions Postings –Frequent quizzes and online discussions will be utilized for students to demonstrate their understanding of the topics covered in the readings in the course. Quizzes are open note/open book and will have a short time limit to enhance academic honesty. Quizzes will not be reset if they “stall” so students are strongly encouraged to have a reliable Internet connection. Online discussions involve reading, studying, and posting a well-written comment as assigned with all students expected to be collegial to one another in online environments. All written

work is expected to be of college-level quality, properly cited with source(s), and referenced per APA 7 requirements, and free from grammar/spelling errors. (20% of course grade).

Real-Time Group Meetings (RTGMs) and Deliverables – Each student will be assigned to a group for the semester to discuss readings in the course and complete a group project. There will be 4 required synchronous (in real-time) group meetings (about 1-hour duration) that will utilize Zoom and these meetings will be scheduled ahead of time (date/time) by the group and reported to instructor; and a RTGM report will be submitted to instructor by the report due date following each RTGM. Groups must schedule around the group members' schedules so all group members are available for participating in the Zoom meeting. One group member is designated to submit the report (40% of course grade).

Individual Training & Development Project – Each student will choose a suitable topic from their textbook or faculty-provided business articles, and the student will thoroughly research their chosen topic, selecting an appropriate deliverable from several available formats. All sources for the project must be accurately cited and referenced according to APA 7 standards. (20% of course grade).

Experience Survey Students will be asked to complete an anonymous online survey in Qualtrics mid-semester and to permit their data from this survey to be compiled and aggregated into an ongoing UT Tyler research study by multiple instructors examining social media trends and effective learning strategies. The survey should take about 10-15 minutes. Note: Students may choose to be exempted from taking the survey and instead complete an alternate written assignment. (10% of course grade)

Final Exam – A study guide will be provided ahead of time, so students have time to prepare for this reflective essay exam. (10% of course grade).

Make-Up Work and Late Work

Make-Up work is allowed with a medical/official university business excuse with proper documentation. Otherwise, there will be a **50% per calendar day penalty (including weekends)** for all late work not otherwise pre-authorized. Student must email instructor ahead of time if they are unable to meet the deadline. Also, email for special cases (such as military duty, health or family emergencies; Dr. McWhorter will ask for documentation for these situations).

Writing Expectations

This is a university course with numerous written assignments that should be free of spelling and grammatical errors and should include sufficient organization, demonstrate critical thinking, and the proper citing of sources and references according to APA 7 guidelines. If you seek assistance from the UT Tyler Writing Center, please plan well in advance for them to look over your paper and offer advice. If you need further tutoring, you should plan for at least two hour-long tutorials per assignment. Contact info: Tyler Writing Center, (903) 565-5995, email: utwritingcenter@gmail.com See their webpage: <https://www.uttyler.edu/writingcenter/>

Artificial Intelligence (AI):

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

For this course:

Most assignments in this course will permit using artificial intelligence (AI) tools, such as ChatGPT or Copilot. When AI use is permissible, it will be documented in the assignment description, and all use of AI must be appropriately acknowledged and cited. When using AI tools for assignments, add an appendix showing (a) the entire exchange (e.g., prompts used), highlighting the most relevant sections; (b) a description of precisely which AI tools were used, (c) an explanation of how the AI tools were used (e.g. to generate ideas, elements of text, etc.); and (d) an account of why AI tools were used (e.g. to save time, to surmount writer's block, to stimulate thinking, to experiment for fun, etc.). Students shall not use AI tools during in-class examinations or assignments unless explicitly permitted and instructed to do so.

Important Dates:

Census Date = September 9, 2024 Last Day to Withdraw from Classes = November 4, 2024

University Policies: See Syllabus Module in the Canvas course. (Note: you will be expected to read each of these resources in Module 1 and some will appear on Quiz 1).



HRD 3312: Training & Development *Tentative Course Outline as of 8.26.24*

<u>Module</u>	<u>Date</u>	<u>Description</u>	<u>Textbook Chapters</u>	<u>Deliverables Due</u>
1	8/26/24 - 8/30/24	<ul style="list-style-type: none"> • Take Pre-Survey • Introduction to the Course <ul style="list-style-type: none"> ○ Review Syllabus & Outline ○ Read Business Articles 	Obtain Textbook	1.1 Discussions Postings 1.2 Module 1 Quiz
2	9/3/24 – 9/6/24	<ul style="list-style-type: none"> • Read Assigned Book Chapters • Read Business Article • Prepare for RTGM #1 including discussing Group Project 	Chapter 1 Chapter 2	2.1 RTGM #1 Report uploaded by one group member 2.2 Discussions Postings
3	9/9/24 – 9/20/24	<ul style="list-style-type: none"> • Read Assigned Book Chapters • Prepare for RTGM #2 including discussing Group Project 	Chapter 3 Chapter 4	3.1 RTGM #2 Report uploaded by one group member 3.2 Discussions postings
4	9/23/24 – 10/4/24	<ul style="list-style-type: none"> • Read Assigned Book Chapters • Submit 2 ideas for your Individual T&D Project • Prepare for RTGM #3 including discussing Group Project 	Chapter 5 Chapter 6 Chapter 7	4.1 RTGM #3 Report uploaded by one group member 4.2 Submit 2 Individual T&D Project Ideas for approval
5	10/7/24 – 10/20/24	<ul style="list-style-type: none"> • Read Assigned Book Chapters • Work on <u>Individual T&D Project due Module 8</u> 	Chapter 8 Chapter 9	5.1 Work on Individual T&D Project 5.2 How Am I Doing?
6	10/21/24 – 11/1/24	<ul style="list-style-type: none"> • Read Assigned Book Chapters • Study for Quiz • Prepare for RTGM #4 including discussing Group Project • Work on Group Project due: 4/13/24 	Chapter 10 Chapter 11	6.1 RTGM #4 Report uploaded by one group member 6.2 Module 6 Quiz
7	11/4/24 – 11/22/24	<ul style="list-style-type: none"> • Read Assigned Book Chapter • Finalize Group Project • Work on Individual T&D Project due: 4/30/24 	Chapter 12	7.1 Discussion Postings 7.2 Update on your Individual Training & Development Project 7.3 Group Project due
Thanksgiving Break November 25-29				
8	12/2/24 – 12/13/22	<ul style="list-style-type: none"> • Complete Final Project • Reflect on what you learned from completing your T&D Project 	None	8.1 Final Individual Project 8.2 Discussion Posting-Your Reflection on your Final Project 8.3 Post-Experience Survey
<p>*Note: This is the tentative course calendar. If an unforeseen reason arises and the schedule needs to be altered, the instructor reserves the right to upload a new calendar into Canvas and students will be notified by a Canvas Course announcement as to the needed change.</p>				