Soules College of Business
Department of Human Resource Development
Course Syllabus for HRD 3312: Training and Development
Spring 2023

Instructor: Rochell McWhorter, PhD
Preferred Contact by Email: Office #: (903) 566-7330
rmcwhorter@uttyler.edu   Fax: (903) 565-5650
Office Hours (Online and in-person)   Office: COB 315.15/Online
*Wednesdays: 9am-Noon (other times by appt)   *Email first for appointment

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. **OR** 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/Deliverables	40%
Individual Training & Development Project	20%
Pre and Post Surveys	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/posting 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, 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 required in-person synchronous (in real-time) group meetings and some RTGMs will utilize Zoom.us outside of class time. These group meetings will be scheduled (date/time) by the group and reported to instructor and a RTGM report will be submitted to instructor. Students will also be allotted time in-class to meet as a group and work on their group deliverables (40% of course grade).

Individual Training/Development Project – Each student will choose a suitable topic from their textbook or faculty-provided business articles and 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).

Pre and Post Experience Surveys students will be asked to complete anonymous online surveys in Qualtrics before and following their assignments and are asked to give permission for their data from these surveys to be compiled and aggregated into an ongoing UT Tyler research study by multiple instructors examining social media trends and effective learning strategies. Each survey should take about 10-15 minutes. Note: Students may choose to be exempted from taking the survey and instead complete an alternate 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/

Important Dates:

Census Date = **January 23, 2023**
Last Day to Withdraw from Classes = **March 23, 2023**

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).