

**Course Syllabus for HRD 3312: Training and Development**  
**Spring 2022**

Instructor: Rochell McWhorter, PhD

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**Course Overview:**

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. This course is delivered in an online environment utilizing various forms of technology.

**Student Learning Outcomes:**

- Provide various definitions for *training and development* including *ethical leadership*
- Describe the importance of *training and development* within the organizational setting
- Comprehend how to utilize the ADDIE model for training and development.
- Engage in scholarly writing and conceptualization of a training and development topic.
- Apply concepts of T&D to a group service-learning project in a virtual setting.
- Demonstrate knowledge of training and development methods for organizations.
- Apply concepts of designing training and development in a virtual group setting.

**Required Textbook/Materials:**

1. Dirksen, J. (2016). *Design for How People Learn*, 2<sup>nd</sup> Edition. Pearson. ISBN: 13:978-0134212282 or ISBN: 978-0134212282 (Available in Paperback and eBook)
2. Various Supplemental Materials include assigned videos and readings provided by instructor
3. American Psychological Association (2019). *APA Publication Manual*, 7<sup>th</sup> 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](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
4. Various Readings and Videos provided by Instructor

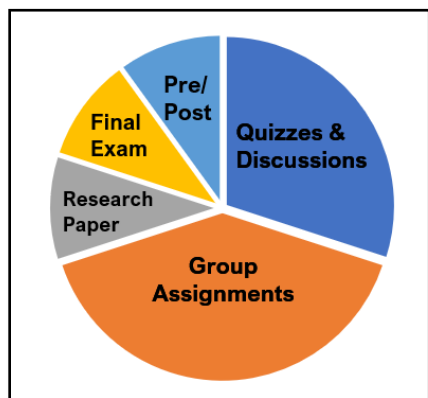
**Grading Scale:**

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

**Assignments and Percentages for HRD 5350:**

Online Quizzes & Discussions/Postings	30%
RTGMs, Group Service-Learning Assignment, Group Poster	40%
Individual Research Paper	10%
Pre and Post Experience Surveys	10%
Final Exam (Reflective Essay)	10%

See Graph below for a visualization of assignment percentages:



**Online Quizzes and Online Discussions**—As part of students’ online instruction, there will be frequent quizzes and online discussions to demonstrate understanding of the topics covered in the readings as well as indicating how technology can allow professionals to network and collaborate to promote learning around various topics. The quizzes are open note/open book/video so please read/view the information and have your resources ready before you begin. Quizzes will **not** be reset if they “stall” so students are strongly encouraged to have a reliable Internet connection or take the Quiz on one of the UT Campuses (Tyler, Longview, Houston, Palestine). Online discussions involve reading, studying and posting a well-written comment/posting as assigned. Collegiality is expected. All written work should be college-level writing, properly cited and referenced per APA 7 requirements, and free from grammar/spelling errors. **(30% of course grade)**.

**Group Work: Real-Time Group Meetings (RTGMs), Group Service-Learning Assignment, Group Poster** – Real-time group meetings (RTGMs) in this course using Zoom is expected to engage learners as they meet in small groups discussing course readings and complete a group project. Many non-profit organizations rely heavily on service work from volunteers. Also, many companies value social responsibility initiatives. This assignment provides one way for UT Tyler to “give back” to the East Texas community while students gain valuable hands-on experiences connecting textbook learning to real life by enhancing the lives of others who benefit from their service. Groups will be assigned a service-learning online assignment from their instructor that benefits an East Texas nonprofit organization. From time-to-time, Dr. McWhorter is asked to display student work and will utilize posters that are submitted for display including at the annual “Celebration of Service-Learning”. Students may attend the event if they wish to be present/discuss their poster **(40% of course grade)**

**Research Paper with optional original embedded Infographic** – Each student will choose a suitable topic from their textbook or other material presented in the course (involving training and development) and will research their chosen topic and will write an original written research paper (4-6 page research paper including Cover Page and Reference Page with at least four scholarly sources including the textbook; **must include the synthesis of at least 3 peer-reviewed journal articles**). They may choose to create an original infographic for the paper for extra credit. A template will be provided and must be used by student for this paper. All sources must be cited and referenced according to APA 7 standards. **(10% 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 – (10% of course grade).** A study guide will be provided ahead of time, so students have time to prepare for this reflective essay exam.

### **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. Email instructor ahead of time if you will not meet the deadline. Also, email for special cases (such as military duty/training, health or family emergencies; Dr. McWhorter will ask for documentation for these situations and if approved, will work with student to create a plan for completion of the deliverable).

### **Important Dates:**

<p>Census Date = <b>January 24, 2022</b> Last Day to Withdraw from Classes = <b>March 28, 2022</b></p>
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**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).

**See Tentative Course Outline on next page.**

## HRD 3312: Training and Development

Tentative Course Outline as of 1.3.22\*

Mod	Date	Topic/Description	Deliverables Due before Midnight on Ending Date of Module unless otherwise noted
1	1/10/22- 1/22/22  (Census Date: 1/24/22)	<ul style="list-style-type: none"> <li>• Introduction to Course</li> <li>• Readings and Videos provided</li> </ul>	<ul style="list-style-type: none"> <li>• 1.1 Complete Brief Pre-Survey in Qualtrics + Canvas text box</li> <li>• 1.2 "Introduce Yourself" Posting on Canvas "Discussions" and reply to at least 2 classmates</li> <li>• 1.3 Online Quiz over Syllabus and Course Outline, slides &amp; readings</li> </ul>
2	1/24/22- 2/5/22	<ul style="list-style-type: none"> <li>• Review: <i>What is Service Learning?</i> Folder in Modules</li> <li>• Textbook reading</li> <li>• <b>RTGM #1</b></li> </ul>	<ul style="list-style-type: none"> <li>• 2.1 Online Quiz covering assigned readings</li> <li>• 2.2 RTGM #1 Report</li> <li>•</li> </ul>
3	2/7/22 - 2/19/22	<ul style="list-style-type: none"> <li>• Textbook reading and supplementary materials</li> <li>• Choose Topic from the textbook for the Research Paper with original Infographic</li> </ul>	<ul style="list-style-type: none"> <li>• 3.1 Online Quiz</li> <li>• 3.2 Submit for approval: 1<sup>st</sup> &amp; 2<sup>nd</sup> choices for topic of your Individual Research Paper (paper due in Module 6)</li> </ul>
4	2/21/22- 3/5/22	<ul style="list-style-type: none"> <li>• Textbook reading</li> <li>• <b>RTGM #2</b></li> </ul>	<ul style="list-style-type: none"> <li>• 4.1 Online Quiz</li> <li>• 4.2 RTGM #2 Report</li> </ul>
	3/7/22- 3/12/22	<b>--Spring Break--</b>	
5	3/14/22- 4/2/22	<ul style="list-style-type: none"> <li>• Release Time for Group Service Learning (approx. 3 weeks)</li> <li>• "Discussions" posting about Group Service-Learning Experience</li> </ul>	<ul style="list-style-type: none"> <li>• 5.1 Group Report of SL with logs</li> <li>• 5.2 Discussions Posting</li> </ul>
6	4/4/22- 4/16/22	<ul style="list-style-type: none"> <li>• Textbook reading and supplementary materials</li> <li>• <b>RTGM #3</b> to discuss Group SL and create group poster</li> <li>• Individual Research Paper (with optional embedded original Infographic (must use template) on approved topic from Module 3. (Must use template)</li> </ul>	<ul style="list-style-type: none"> <li>• 6.1 Online Quiz</li> <li>• 6.2 Group Service-Learning Poster (template)</li> <li>• 6.3 Individual Research Paper w/embedded Infographic</li> </ul>
7	4/18/22- 4/30/22  (Wrap-Up & Final)	<ul style="list-style-type: none"> <li>• Make "Discussions" posting about your Semester Paper</li> <li>• Review and Take Final Exam</li> <li>• Complete Post-Experience Survey</li> </ul>	<ul style="list-style-type: none"> <li>• 7.1 Discussions Postings</li> <li>• 7.2 Final Exam (5-paragraph reflective essay)</li> <li>• 7.3 Brief Post-Experience Survey in Qualtrics + Canvas text box</li> </ul>
<ul style="list-style-type: none"> <li>• <b>*Note:</b> This is the tentative course calendar. If an unforeseen reason arises and schedule needs to be altered, instructor will upload a new calendar into Canvas and students will be notified by a Canvas Course announcement as to the needed change and asked to download the revised calendar.</li> </ul>			