



**MGMT 2130 Employee Training &
Development
COURSE SYLLABUS
Online
Fall Semester 2015**

Semester: 2015 Fall
Course Title: Employee Training and Development
Course Number: MGMT 2130
Credit Hours/ Minutes: 3 / 2250

Class Location: GVTC/Angel
Class Meets: Via Internet / 15 weeks
CRN: 20040

Instructor: Vicki Spivey
Office Hours: 10:00—11:30 and 2:00—4:00 Monday-Thursday
Office Location: Office 831
Email Address: vspivey@southeasterntech.edu (Preferred communication from students)
Phone: 912-538-3175
Fax Number: 912-538-3106

REQUIRED TEXT: Employee Training and Development, 6th edition, Noe, McGraw-Hill Publishing, 2013

REQUIRED SUPPLIES & SOFTWARE/HARDWARE: Black, blue or red ink pens, no. 2 lead pencils, erasers, thumb drive, jump drive, USB, etc., and 3-subject notebook, Browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher.

COURSE DESCRIPTION: Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers.

MAJOR COURSE COMPETENCIES: Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

PREREQUISITE(S): Provisional Admission

COURSE OUTLINE:

1. Developing a philosophy of training, having systems approach to training and development; the context of training
2. The context of training
3. Conducting a needs analysis
4. Critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers
5. Personal career development planning
6. Applications in interpersonal relationships and communication.

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.

C. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Online): Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress.

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. The student is expected to complete all work each week. Exams and assignments must be completed on the specified date. There are no makeup exams and students who miss an exam will be assigned a grade of zero. Assignments may be turned in early and exams are posted for 7 days. Please do not wait until the last moment to submit in case you have Internet problems with your computer. Homework Assignments **will not be graded after the due date on Mondays at 11:59 pm resulting in a zero (0)**. Class participation is required for successful completion of the course. All online students must pledge that they have read and understand the *STC Catalog* within the first three days of class. **Online students are responsible for checking e-mails and Angel announcements DAILY Monday-Thursday.** Books are required on the **first day** of the semester.

ONLINE ATTENDANCE: It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and homework assignments are due before 11:59 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS ADDENDUM: *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley (478) 289-2274 -- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT(S) (Online): In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event per online course. The proctored event may be a major exam, assignment, or presentation, etc. that will count a **minimum of 20% of the course grade**. Online students will be required to take the Proctored Event on the instructor's home campus; the event will be monitored by the instructor or another STC employee. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a **minimum of two weeks prior** to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on the same day(s) it is originally scheduled. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored exam for this class is October 28, Wednesday, at 8:30 am in the Medical Technology (Gillis Building) on the Vidalia campus or October 29, Thursday, at 2:00 pm Building 8, Lab 8141 on the Swainsboro campus. You must come by office 831 to sign in on the Vidalia campus. Chapters 1-10 will be covered on the computerized proctored exam. You must attend on one of the two days listed or you will receive an F in the course. There are no makeup proctored exams.

EXIT EXAM: All students are required to take the Exit Exam during their last semester.

MAKEUP GUIDELINES: No make-up exams are allowed and there are no exceptions. If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time if the exam will be reset. Only one test will be reset per semester if the instructor is notified in time according to the instructions in Angel. Homework Assignments **will not be graded after the due date (Monday at 11:59 pm) resulting in a zero (0).**

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: For information regarding Angel, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <http://www.southeasterntech.edu>.

GRADING POLICY

Homework Assignments	40%
Discussion Boards	10%
Tests	20%
Proctored Exam	20%
Internet Presentation	10%

GRADING SCALE

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

TCSG GUARANTEE/WARRANTY

STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

DISCUSSION BOARD GRADING RUBRIC

<u>No. of Posts</u>	<u>No. of Replies</u>	<u>Initial Grade</u>	<u>Errors</u>	<u>Point Reduction</u>
1 or more	2 or more	100	Spelling	-5 each
1 or more	1	66	Grammatical	-5 each
1 or more	0	33	Length (4-5 min over 7 words each)	-20 per sentence
0	0	0	Thoughtful Content	-20 per sentence

LESSON PLAN MANAGEMENT 2130

DATES	CHAPTER	OBJECTIVES	ASSIGNMENTS	COMP.
Aug 17	Chapter 1	Introduction to Employee Training and Development Factors Affecting the Workplace Make Training a Key Ingredient for Company Success Introduction What Is Training? Designing Effective Training The Force Influencing Working and Learning Snapshot of Training Practices	Type Student Pledge Type Student Introduction Work on Chapter 1 Homework Work on Ch 1 Discussion Board	A, C, 1, 2
18		Internet Presentation Due 11/30		
19				
20				
24	Chapter 2	Strategic Planning McCormick & Company Uses Strategic Training to Spice Up Business Results Introduction The Evolution of Training's Role The Strategic Training and Development Process Organizational Characteristics That Influence Training Training Needs in Different Strategies Models of Organizing the Training Department Marketing the Training Function Outsourcing Training	Chapter 1 Due Work on Chapter 2 Homework Work on Ch 2 Discussion Board	A, C, 1, 2
25				
26				
27				
31	Chapter 3	Needs Assessment Needs Assessment at NetApp Introduction Why Is Needs Assessment Necessary? Who Should Participate in Needs Assessment? Methods Used in Needs Assessment The Needs Assessment Process Competency Models Scope of Needs Assessment	Chapters 1-2 Test posted 08/31—09/07 Chapter 2 Due Work on Chapter 3 Homework Work on Ch 3 Discussion Board	A, C, 3
Sept 1				
2				
3				
7	Chapter 4	Learning: Theories and Program Design A Positive Learning Environment Energizes Training! Introduction What Is Learning? What Is Learned?	Chapter 3 Due Work on Chapter 4 Homework	A, C, 1, 4

		Learning Theories The Learning Process Instructional Emphasis for Learning Outcomes Considerations in Designing Effective Training Programs	Work on Ch 4 Discussion Board	
8				
9				
10				
14	Chapter 5	Transfer of Training Transfer of Training and Knowledge Sharing Are Important for Nonprofits Introduction Training Design Work Environment Characteristics That Influence Transfer Organizational Environments That Encourage Transfer	Chapter 3-4 Test posted 09/14—09/21 Chapter 4 Due Work on Chapter 5 Homework Work on Ch 5 Discussion Board	A, C, 4
15				
16				
17				
21	Chapter 6	Training Evaluation Training and Leadership Development: A Healthy Investment as Sisters of Charity Providence Hospital Introduction Reasons for Evaluating Training Overview of the Evaluation Process Outcomes Used in the Evaluation of Training Programs Determining Whether Outcomes Are Appropriate Evaluation Practices Evaluation Designs Determining Return on Investment Measuring Human Capital and Training Activity	Chapter 5 Due Work on Chapter 6 Homework	A, C, 1, 2, 4
22				
23				
24				
28	Chapter 7	Traditional Training Methods Training at LaQuinta Hotels Helps Delight Guests Introduction Presentation Methods Hands-on Methods Group Building Methods Choosing a Training Method	Chapters 5-6 Test posted 09/28—10/05 Chapter 6 Due Work on Chapter 7 Homework	A, C, 1, 2, 4
29				
30				
Oct 1				

5	Chapter 8	E-Learning and Use of Technology in Training Blended Learning Is the Key to Tasty Donuts and Hot Coffee Introduction Technology's Influence on Training and Learning Technology and Multimedia Computer-Based Training Developing Effective Online Learning Blended Learning Simulations Mobile Technology and Training Methods: iPods, PDAs Intelligent Tutoring Systems Distance Learning Technologies for Training Support Technologies for Training Administration Learning Management Systems: Systems for Training Delivery, Support, and Administration Choosing New Technology Training Methods	Chapter 7 Due Work on Chapter 8 Homework	A, C, 1, 2, 4
6				
7				
8				
12	Chapter 9	Employee Development Randstad's Partnering Program Develops Employees Introduction Approaches to Employee Development The Development Planning Process Company Strategies for Providing Development	Chapter 7-8 Test posted 10/12—10/19 Chapter 8 Due Work on Chapter 9 Homework	A, C, 1, 5
13				
14				
15				
19	Chapter 10	Special Issues in Training and Employee Development Successful Management Requires International Experience Introduction Training Issues Resulting from the External Environment Training Issues Related to Internal Needs of the Company	Chapter 9 Due Work on Chapter 10 Homework	A, ,C, 1, 5
20				
21				
22				
26	Chapter 11	Careers and Career Management Managing Careers helps Accenture	Chapter 10 Due	A, ,C, 5, 6

		Reach Out to Its Virtual Workforce Introduction Why is Career Management Important? What Is a Career? A Model of Career Development Career Management Systems Roles of Employees, Managers, Human Resources Managers, and the Company in Career Management Evaluating Career Management Systems	Work on Chapter 11 Homework	
27				
28		Proctored Exam: 8:30 am (see syllabus for details)	Chapters 1-10	A, C, 1-6
29		Proctored Exam: 2:00 pm (see syllabus for details)	Chapters 1-10	A, ,C, 1-6
Nov 2		Work on Internet Presentation		
3				
4				
5				
9			Chapter 11 Due	A, C, 1, 5, 6
10				
11				
12				
16				
17				
18				
19				
23				
24				
25				
26				
30			Internet Presentation Due	A, C, 1-6
Dec 1				
2				
3		Semester Ends		

Instructor reserves the right to make any changes needed to the syllabus and lesson plan.

COURSE COMPETENCIES:

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