



Course Syllabus

BA 371 - Training and Development

The session begins on the 1st day of the enrollment month and ends on the last day of the 6th month.

Instructor Information

Instructor Name: Robert Brown

UIU Faculty Email: brownr@uiu.edu

Telephone Number: (307)215-9596 (Text Message Only)

Office Location: Remote

Availability: Monday - Sunday, 9:00AM until 10:00PM MT

Course Description

Semester Credits: 3 credits

Catalog Course Description: Students in this course will evaluate and study trends in human resource training, education, and development within organizational settings. The course covers strategies for effective employee training and development, aligning human resource practices with organizational goals.

Prerequisites: BA 361

Course Fee: None

Credit Hour Policy: As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As

such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see UIU's Policy Guidelines for Instructional Time Expectations: [UIU Policies](#).

Required Resources

A computer with internet access

Active uiu issued email address

Course Recommended Materials & Resources

Publication manual of the American Psychological Association : the official guide to APA style

Authors: American Psychological Association

Edition: 7th Edition

Publication Date: 2020

ISBN: ISBN : 9781433832154

Employee Training and Development (Looseleaf)

Authors: Noe, Raymond A.

Edition: 9TH 23

Publisher: McGraw-Hill Publishing Company

ISBN: ISBN-13: 978-1-265-92914-5 ISBN-10: 1-265-92914-9

Format: Loose-Leaf

Employee Training and Development

Authors: Noe, Raymond

Edition: 9TH 23

Publisher: McGraw-Hill Rental

ISBN: ISBN-13: 978-1-264-08092-2 ISBN-10: 1-264-08092-1

Format: Rental

Course Outcomes

- Identify the role of training and development within the HR strategic framework.
- Evaluate and improve an existing training program/s.
- Design and develop a training program.
- Analyze several training techniques used in assessment.
- Describe the evaluation process.

Program Student Learning Outcomes

- 1. Explain the fundamental aspects of human resources management and their application in a variety of business settings including diversity of cultures and worldviews.
- 2. Use Human Resource Information Systems to research, collect, analyze, and interpret data and effectively communicate information in a professional manner.
- 3. Develop and evaluate training and development programs that foster employee and organizational learning and development.
- 4. Explain the processes involved with personnel selection and evaluation as they relate to the overall human resource management strategy.
- 5. Apply knowledge of human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with regulations.

General Education Assessment

Upper Iowa University is committed to ensuring that all undergraduate students participating in its general education program receive a broad education, while gaining essential professional skills across multiple disciplines. The Peacock Professional Experience provides nine learning outcomes, each of which articulates a specific skill students should gain, and are supported by knowledge provided by the courses students

choose to take within the guidelines of the program. The outcome assessed in this course is the last outcome listed under Course Outcomes.

Course Requirements and Grading Criteria

Course Requirements

Participation

Student Introductions

Student Introductions is the first discussion item. Since we may never meet face to face, please introduce yourselves to your peers. This is a discussion area, that is graded!

Course Assignments

Unit Current Events small Paper (individual assignment – Graded)

In each unit, you will post a current event small paper article related to Training and Development. Post a link to your article and write a minimum of two paragraphs relating to the article. The first paragraph should be a quick summary of the article hitting key points and the second paragraph should be about how the article relates to class, and if applicable, your personal experience.

Written Case Analysis Papers (Individual Assignment -Graded)

I will assign in units 1, 3, 5 & 7 a case for you to analyze. My suggestion is to read through the case first, then read to understand what is going on. Critically look at what may not be mentioned, or some point you think is overlooked. Remember, the case appears in this chapter as it is related to some topic in the chapter. Finally, critically analyze what might be some solutions and what ONE solution do you support and why. DO NOT answer the end of case questions. These questions can guide you in your analysis.

Each Case Paper must be 2-3 pages, fully APA compliant with a title page, abstract page and reference page, along with the content of your analysis. Only the content of your

analysis is counted for the 2-3 pages. See the “Read Me First” section under the Course Content as it is all about APA. (See the Written Communication Rubric) under week 8 in the Course Supplemental Material, in uiuLearn).

Real Life Paper (Individual Assignment – Graded)

In units 2, 4, 6, & 8 you will have an assignment to describe a situation or task to investigate. Do an internet search or other resources to answer the issue. Write a 2-3 page APA paper. Your paper should be a critical analysis of the Pros and Cons of the issues I present to you.

Each Real Life Paper must be 2-3 pages, fully APA compliant with a title page, abstract page and reference page, along with the content of your analysis. Only the content of your analysis is counted for the 2-3 pages. See the “Read Me First” section under the Course Content as it is all about APA. (See the Written Communication Rubric) under week 8 in the Course Supplemental Material, in uiuLearn)

Exams

There will be two exams in the course. In unit 4 you will have a midterm exam and in unit 8 will be the final exam. Each exam will consist of 25 Multiple Choice from the chapters.

The midterm exam will cover chapters 1-6.

The final exam will cover chapters 7-11. Each exam will be 75 points (25 multiple choice questions).

Assessment(s)

In this class you will be exposed to several different methods of assessment. In your written papers (Real Life, Written Case) you are assessed on your ability to critically examine issues in the Training and Development field and write about them in an APA compliant manner. The current event small paper assesses your ability to analyze a real-world issue and relate it to our text, discussions, and any pertinent personal experiences. In the discussion questions you are assessed on how well you can address an issue and the quality of participation on these questions. Finally, in your Mid-Term and Final Exams, you are assessed over text related questions that come from your chapter readings.

Course Policies

In this course you will be expected to be competent in APA. As such I have provided a document “read me first-all about APA” under the Getting Started tab in uiuLearn. It has many links to the Purdue University OWL site (an APA writing center). My expectation is that you do not need to be an expert in APA but rather, be able to write an academic paper with basic APA and formatting. I will comment on your written work (MS Word Comment Function) and expect you to act on those comments for future written work. I have a rubric for how I grade written work in the Course Supplemental Material area following week 6 in uiuLearn.

Grading Criteria

Activity	Points
Student Introduction	10
Unit Critical Thinking Questions (15 pts per question, 30 total points week)	240
Critical Thinking Questions. (15 pts per question, 30 total points per week)	240
Real Life Written Papers (weeks 2, 4, 6 & 8). Each paper is worth 30 points	120
Written Case Analysis Papers (weeks 1, 3, 5 & 7). Each paper is worth 30 points.	120
Unit Current Event small Papers. Each paper is 15 pts.	120
Mid-Term Exam	75
Final Exam	75
Total Course Points	1000

Incompletes

Occasionally it becomes necessary for an instructor to award a student a grade of incomplete (“I”). An incomplete grade is exceptional and given only to students whose complete coursework has been qualitatively satisfactory but who have been unable to complete all course requirements because of documented cases of injury, illness, death in family, personal crisis, military deployments, or other circumstances beyond their

control. This grade should not be awarded in cases where the student “fell behind” due to absences without explanation, other class commitments, and/or work obligations.

Grades and Feedback

All graded work available must be posted in the uiuLearn Gradebook by Sunday at 11:59pm (CT) one week prior to the course drop date, as well as posted by Sunday at 11:59 pm prior to the final week.

Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty.

Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

Extension Policy

Students will be allowed to request an extension and receive an ‘X’ (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines AND
- All course units and exams are not completed and submitted OR
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details

- When the extension is granted and an “X” grade is issued, the student will receive a four-month enrollment period to complete the course.

- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can re-enroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

Course Schedule

Unit 1	Chapter 1: Introduction to Employee Training and Development Chapter 2: Strategic Training
Activities	Do this first!! 1. Read Course Syllabus (under Course Content Tab, then Syllabus tab) and "About your instructor" (Getting Started Tab) in uiuLearn. 2. Read the "Read me First" document about APA use in our course, under the General Course Content Tab in uiuLearn. Read Chapter 1 & 2 View Powerpoint Slides for Chapters 1 & 2
2 Critical Thinking Questions	Question 1

	Question 2
	Student Introductions Due
Assignments	Written Case Analysis Paper Due
	Unit Written Current Event Small Paper Due
Unit 2	Chapter 3: Needs Assessment
Activities	Read Chapter 3
	View Powerpoint Slides for Chapter 3
	Complete Critical Thinking Questions
Assignments	Real Life Written Paper Due
	Unit Written Current Event Small Paper Due
Unit 3	Chapter 4: Learning & Transfer of Training
Activities	Read Chapter 4
	View Powerpoint Slides for Chapter 4
	Complete Critical Thinking Questions
Assignments	Written Case Analysis Paper
	Unit Written Current Event Small Paper
Unit 4	Chapter 5: Program Design
	Chapter 6: Training Evaluation
Activities	Read Chapter 5 & 6
	View Powerpoint Slides for Chapters 5 & 6
	Critical Thinking Questions
Assignments	Real Life Written Paper Due Day 7
	Weekly Written Current Event Small Paper
	Mid-Term Exam
Unit 5	Chapter 7: Traditional Training Methods
	Chapter 8: Technology -Based Training Methods

Activities	Read Chapter 7 & 8
	View Powerpoint Slides for Chapters 7 & 8
	Critical Thinking Questions
Assignments	Written Case Analysis Paper
	Unit Written Current Event Small Paper
Unit 6	Chapter 9: Employee Development & Career Management
Activities	Read Chapter 9
	View Powerpoint Slides for Chapter 9
	Critical Thinking Questions
Assignments	Real Life Written Paper Due
	Unit Written Current Event Small Paper Due
Unit 7	Chapter 10: Social Responsibility: Legal Issues, Managing Diversity, and Career Challenges
Activities	Read Chapter 10
	View Powerpoint Slides for Chapter 10 (optional)
	Critical Thinking Questions
Assignments	Written Case Analysis Paper Due
	Unit Written Current Event Small Paper Due
Unit 8	Chapter 11: The Future of Training & Development
	(End of Class is midnight on Day 4 Thursday)
Activities	Read Chapter 11
	View Powerpoint Slides for Chapter 11
	Critical Thinking Questions
Assignments	Real Life Written Paper Due
	Weekly Written Current Event Small Paper Due

Course Expectations

Email

Upper Iowa University employees and students are issued a UIU email account (doej@uiu.edu). University email communications will only be sent to UIU email address. Faculty and staff are not obligated to respond to students using non-UIU email accounts.

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#). Respect the opinions of others using appropriate language and communications.

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University Policies

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro-rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate professor, the student, and the student's advisor. Additionally, students should work cooperatively with their instructors throughout the session to make sure that their accommodations are appropriate and effective.

Upper Iowa University (UIU) provides closed captioning/transcriptions in acknowledgment of the Americans Disability Act, Rehabilitation Act, and various state laws. The information displayed is computer generated and not reviewed before being published. UIU makes no representations or warranties and expressly disclaims any responsibility or liability with respect to any errors or omissions in, or the accuracy, reliability, timeliness, or completeness of, any information that appears in a closed caption or transcript.

Contact the Director at (563) 425-5949, accessibility@uii.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Emergency Directives: (Fire, Natural Disaster, Threat on campus, etc.)

In accordance with Upper Iowa University's emergency management plan, any student that requires assistance in the event of an emergency (Fire, natural disaster, threat on campus) is responsible for notifying their instructor of the need for assistance.

(Evacuation, and/or indoor safety protocols) This information will be held confidential and only needed in the unlikely event that there is an emergency.