Dakota College at Bottineau Course Syllabus Course

Prefix/Number/Title: HRM 170 - Employment Training and Development

Number of credits: 3 Credits Course

Description: This course covers basic information about the characteristics of effective orientation programs and the cope of organizations, training and continuing development programs in building an effective work force.

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Office: Virtual / **Office Hours**: Available each week by appointment

Course Objectives: Upon successful completion of this course, you will be able to:

1. Apply applicable laws and regulations related to training and development activities (Title VII, ADA, Title 17).

2. Compare the formal steps in the training process.

3. Develop a training presentation including course registration procedure, evaluation process, and organization.

4. Demonstrate training techniques and training development format (virtual, classroom, on the job)

5. Identify and apply techniques to evaluate training programs such as employee attitude, feedback, focus groups, and the ADDIE (Assessment, Design, Development, Implement, and Evaluate) model of training.

6. Maintain training records.

7. Identify training vendor relationships and optional training resources.

8. Identify methods to collect data (surveys, interviews, observation).

9. Examine how the organization, person, task analysis is related to the training needs assessment.

10. Identify the different types of training methods used today.

11. Evaluate the different types of training methods for developing managers, supervisors, and non-managerial staff.

12. Explore the special training programs that are currently popular including diversity training.

13. Apply employee relations engagement and morale (recognition, special events, diversity programs).

14. Identify organization culture (traditions, unwritten procedure).

15. Examine career development practices (succession planning, dual career ladders).

16. Identify conditions that help to make a training program successful.

17. Examine the term employee development.

Textbook(s): Noe, R. (2017). Employee Training and Development, 7th Edition, ISBN #978-0078112850

General Education Goals/Objectives: Not Applicable

Course Requirements: Students will complete a variety of assignments and discussions covering a broad number of topics in employee training and development.

Four tests will be given through the sixteen week course, including a midterm and final exam.

Point Breakdown:

Assignments:	360 points
Discussions:	240 points
Tests:	300 points
Final Project:	100 points
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Total Points:	**1000 points**

Grading Scale: The final grade is based on the percent of total points a student earns.

90-100% = A 80-89% = B 70-79% = C 60-69% = D Below 60% = F

Tentative Course Outline:

Week	Content Covered
Week 1	Introduction to employee training and development, post student introductions, cover course syllabi
Week 2	Key components of learning, designing effective learning, forces influencing working
Week 3	and learning, training practices
Week 4	Marketing training, outsourcing training
Week 5	Needs assessment and assessment methods
Week 6	Maintaining training records
Week 7	Instructional emphasis for learning
Week 8	Considerations in designing effective programs
	• Training sites • Choosing trainers • Curriculum, course, and lesson design, curriculum road map, choosing a vendor or consultant for training
Week 9	Training evaluation and overview of evaluation process
Week 10	Evaluation practices, evaluation design, determining costs, cost-benefits analysis
Week 11	Traditional training methods, hands-on methods, presentation methods, group building methods
Week 12	Technology-based training methods, effective online learning, social media, blended learning, distance learning
Week 13	Learning management systems: delivery, support, and administration
Week 14	Development planning systems, approaches to employee development
Week 15	Social responsibility, legal issues, diversity, career challenges
Week 16	Final Project – Training and Development Plan
Finals Week	Final Exam

Lectures/Lab Schedule: Non-Applicable

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses offered by its instructors. This course will emphasize communication and technology to enhance "human" nature in the work environment.

Classroom Policies: Late work will incur a 10% point deductions equal for each day an assignment is late. Any assignment submitted three days after it is due will result in a zero. This is the policy for all assignments. Students are expected to participation and complete activities for each weekly module. If students are aware of a conflict ahead of time, they are welcome to submit assignments early or notify the instructor before the assignment due date.

Academic Integrity: The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred.

The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.

My policy is that instances of academic dishonesty will result in 0% for the first offense of a compromised assignment or test in question. A second infraction will result in an overall failing grade.

Plagiarism: To plagiarize is to "steal and pass off the ideas or words of another and one's own" (Webster's Dictionary). Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources – including direct quotations and paraphrases – within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for research papers. If you have any questions – please contact myself or go to the learning center for more information. Students found plagiarizing material will receive a "0" for the assignment.

Disabilities and Special Needs: Students who have any condition, such as a physical or learning disability, for which they need extra assistance or accommodations should contact Disabilities Services at 701-228-5672. Title IX Disclosure: Dakota College at Bottineau faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including non-consensual sexual intercourse, sexual harassment, relationship violence, or stalking, know that help and support are available. DCB has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The University strongly encourages all students to report any such incidents to the University. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy, and healthcare providers) are required to report information about such discrimination and harassment to the University. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that

information with the University's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. For more information about your options, please visit https://www.minotstateu.edu/title9/.

Student E-mail Policy: The Dakota College at Bottineau campus community is increasingly dependent upon electronic communication among faculty, staff and students. Because of its convenience, cost-effectiveness and speed, e-mail has replaced much of the paper correspondence of the past. Because of this acceptance of and reliance upon electronic communication, e-mail is considered an official form of communication at Dakota College at Bottineau. A student's campus-assigned e-mail address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via email because of a failure to access a campus-assigned e-mail address rests with the student.