Principles of Employee Development (GBU 330)  
Spring 2016

Course Title: Principles of Employee Development  
Number/Section: GBU 330-500  
Instructor: Ms. Ashley Hall  
Department: Business Communication and Legal Studies  
Office: McGee Business Building, 229R  
Phone: (936)468-2968 (Answered during campus office hours. If you can’t reach me, please send an email.)  
Email: D2L email or hallaa@sfasu.edu (when D2L email is unavailable)

All electronic communication from the instructor will be through D2L, and it is the student’s responsibility to check it regularly for instructions and emails.

Office Hours:  
T  8 – 11 a.m. & 1:30 – 3:30 p.m. (office)  
W  12 – 1 p.m. & 5 – 7 p.m. (online)  
R  1:30 – 3:30 p.m. (office)

Other times by appointment – Please email me at least 24 hours in advance to schedule an appointment. Virtual appointments are available upon request.

Class Time and Place: This is a fully online course. D2L is the course management system. Technical support in use of D2L is available at 936-468-1919.

Catalog Description:  
Principles of Employee Development (GBU 330) – Study of employee development principles, theories, and activities designed by an organization that provides its employees with the necessary skills to meet job demands of the present and future. Prerequisites: Junior or senior standing, or permission from the department chair.

Required Texts and Materials:


**Required Software:**
All documents and assignments that are submitted must be in Microsoft Word or PDF. Assignments submitted in Pages, Microsoft Works, WordPerfect, graphics, or zipped files will not be accepted and your score on those assignments will be zero. You will also need software to read PowerPoint slides, as well as create them for a presentation. If you do not have Microsoft Word or Microsoft PowerPoint on your computer, plan to use the software in an on-campus computer lab or some other location where you have access to such software. You will need to [download Adobe Acrobat](http://www.adobe.com/products/acrobat/reader.html) Reader as well. If you prefer to purchase software instead, contact the SFA bookstore. A webcam or video recording device will be needed in order to complete the individual and group presentations.

**Course Description:**
Study of systematic and planned activities designed by an organization to provide its employees with the necessary skills to meet the job demands of the present and future: training, learning, and development of employees; conducting needs assessments and task analyses; designing, implementing, and evaluating training programs; process of career and organizational development.

**Program Learning Outcomes:**
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. Program learning outcomes for the bachelor degree in business communication and corporate education include:

- Summarize and apply communication theory and trends
- Summarize and apply human resource development theory and trends
- Demonstrate training solutions that provide for the development of employees to improve performance
- Successfully engage students within culturally diverse environments to assist in leveraging their personal strengths to maximize their influence
- Implement and incorporate excellent speaking, writing and editing skills into all facets of business communication
- Demonstrate the ability to think strategically, and gain a global perspective on communications and employee development
- Apply effective leadership skills for the digital world
Student Learning Outcomes:
Upon successful completion of this course, the student should be able to:

1. Demonstrate knowledge of the foundational principles of employee development in terms of theory, research and practice.
2. Communicate through written and oral presentations research findings and best practices in the field of employee development.
3. Utilize principles of critical thinking, problem solving, and technical proficiency in the explication and development of definitions of employee development.
4. Explore training and development within the context of employee development practice and research.
5. Conduct an organizational training needs assessment.
6. Explore alternative training experiences.
7. Articulate the implications of various approaches to training and development.
8. Design an instructional opportunity.

Course Requirements:
This course will require research, writing, and oral presentation skills. Opportunities will include an individual writing assignment, a group facilitation of instruction project, an individual visual presentation on a topic related to human resource development, and an individual introduction video. In addition, you will complete discussion posts, quizzes, and tests throughout the semester. Refer to the Assignment Details content folder in D2L for an explanation of all major assignments and projects.

Participation:
In this class, you will work individually and also in a team. Students will self-select a team for the group assignment. The number of members will depend on class enrollment. Your involvement in your assigned team is not optional. It is your responsibility to communicate with the team. Failure to do so will result in a reduced grade or removal from the team.

Presentations:
You will be required to make video presentations in YouSeeU to accompany individual and group slide presentations. You must have access to a video recorder, such as a computer webcam, for recording. Sign up for your login at www.youseeu.com. Technical help videos are available online at https://vimeo.com/channels/youseeu2014. The class code for YouSeeU is F75UQMR.

Course Methodologies:
The following methods may be used in the course:

- Oral presentation with visual aids
- Team assignments
- Individual assignments
- Quizzes
- Exams
Course Calendar:
The Tentative Schedule appears at the end of this syllabus.

Final Exam:
The final exam is mandatory and comprehensive. It is open notes and open book. The exam will be available in D2L from Saturday, May 7, 2016, until 11:59 p.m. on Monday, May 9, 2016.

Grading Policy:
There are multiple opportunities to earn points in the course. To earn an A, you must accrue at least 895 points out of 1,000 possible. Grades can be accessed through Desire2Learn (D2L). You should check your posted grades often and email any questions. To compute your current grade at any point in the semester, add up all the points you have earned and divide by the total points possible at that time in the semester.

You must check your grades prior to final exam week and email your instructor with any questions. **Unless you email prior to this time, you indicate that you are in agreement with the grades posted. Please do not contact the instructor during exam week asking to make up an assignment or be allowed extra credit.**

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
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<tbody>
<tr>
<td>A</td>
<td>895 – 1,000</td>
</tr>
<tr>
<td>B</td>
<td>795 – 894</td>
</tr>
<tr>
<td>C</td>
<td>695 – 794</td>
</tr>
<tr>
<td>D</td>
<td>595 – 694</td>
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<tr>
<td>F</td>
<td>594 or below</td>
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<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Final Grade</th>
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<tbody>
<tr>
<td>Discussions</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Individual</strong> introductory video</td>
<td>6%</td>
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<tr>
<td><strong>Individual</strong> informational interview</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Individual</strong> training vs. development project</td>
<td>12%</td>
</tr>
<tr>
<td>Group training video</td>
<td>16%</td>
</tr>
<tr>
<td>Tests (10% each)</td>
<td>30%</td>
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Online Attendance:
This is an online course. There are, however, specific deadlines. Students are expected to login to the course on a regular basis and be a contributing member to the class. Feel free to work ahead so that you are not scrambling to submit work at the last minute. Assignments are typically available for multiple weeks. It is your responsibility to look at the assignment and ask questions prior to the night the work is due. If you wait to ask questions, you may or may not receive a response in time to submit the assignment by the deadline.
**Student Academic Dishonesty (University Policy 4.1)**

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one’s own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one’s paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at [http://www.sfasu.edu/policies/student_academic_dishonesty.pdf](http://www.sfasu.edu/policies/student_academic_dishonesty.pdf)

**Withheld Grades – Course Grades (University Policy 5.5)**

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at [http://www.sfasu.edu/policies/course-grades.pdf](http://www.sfasu.edu/policies/course-grades.pdf).

**Students with Disabilities**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).
Student Conduct (University Policy 10.4)

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at [http://www.sfasu.edu/policies/student-conduct-code.pdf](http://www.sfasu.edu/policies/student-conduct-code.pdf)). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Other Policies/Procedures

**Teams:** Teams will be utilized for various activities. Team member evaluations will be used to calculate individual grades for team participation and completion of assignments. A student who does not complete his or her part of the work in a team will receive the grade earned by his or her level of participation.

**Professional Courtesy:** This class will be conducted in a professional manner. This means 1) submit work on time—no excuses, 2) avoid profanity and/or offensive language in your communication, and 3) participate fully and courteously with your team members. In regards to courtesy to others in the class and on your team, do not send harassing emails, texts, or messages using offensive language. Such communication may result in a reduction of the sender’s grade.

**Submission Policy:** All assignments and projects are to be turned in on time by the due date and must be submitted the file format designated in the assignment (i.e. Word document, pdf file, PowerPoint, etc.) Assignments are to be submitted by uploading prior to the ending time indicated on the assignment. **Given the structure of this course and the availability to work ahead within a unit, late work will not be accepted without a documented excuse. Plan ahead!**

**DO NOT** make the mistake of submitting a file with the file extension .Ink or a file with the document name beginning with a $ replacing the first letter of the file name. LOOK at the file name you have uploaded. If it has either of these problems you need to delete the file you have uploaded and upload again. The .Ink usually occurs when you have placed a link to a file on your desktop and uploaded from there. The $ in front of the file name usually means you have the file open and instead of choosing the file, you have chosen the temporary file. In either case, the file will not open when submitted meaning I will have nothing to grade, and you will receive a zero.
All writing assignments will be graded on both content and mechanics. Your work is a representation of you, and soon to be of the company for which you will be working. You need to avoid spelling, punctuation, and grammar errors in your writing in order to project a professional skill level. Therefore, these aspects will be included along with the content when determining your grade on each assignment.

**Make-up Policy:** If you are on school business, arrangements should be made *before* the missed class. You must contact the instructor within one class day of the absence in order to make up the assignment. A grade of “0” will be assigned for missed work, except in the following situations:

- Serious illness verified by a doctor’s note.
- Personal or family emergency, documented appropriately.
- Official school business, with documentation from the appropriate campus representative.

**Cheating and Plagiarism:** An assignment where plagiarism exists will receive a zero. See the SFA website for the university policy on cheating and plagiarism. All incidents will be reported to the Dean of the College of Business.

**Technology Requirements:** As you have elected to enroll in an online course, it is your responsibility to acquire a consistent, stable, dependable computer and internet connection with which to complete the assignments for the course by the deadlines indicated on the Course Schedule. It is not the responsibility of the instructor to provide additional time for assignments or exams or an alternative means of completing the course due to technological issues on your part. Plan ahead!
Learning Modules and Units

This course is organized by the following learning units:

**Weeks 1-3**
- **Getting Started**
  - Welcome
  - About the Instructor
  - Syllabus and Schedule
- **Unit 1 – Introduction to Human Resource Development**
  - S&H Chapter 1 – Human Resource Development as a Professional Field of Practice
  - S&H Chapter 2 – HRD Models and Processes
  - S&H Chapter 3 – History of HRD
  - S&H Chapter 9 – Perspectives on Learning in HRD

**Weeks 4-7**
- **Unit 2 – Theory and Philosophy in Human Resource Development**
  - S&H Chapter 5 – Theory of HRD
  - S&H Chapter 7 – Paradigms of HRD
  - Noe Chapter 4 – Learning and Transfer of Training
  - Noe Chapter 7 – Traditional Training Methods

**Weeks 8-9**
- **Unit 3 – Developing Expertise through Training and Development**
  - S&H Chapter 10 – Overview of Training and Development
  - Noe Chapter 1 – Introduction to Employee Training & Development
  - S&H Chapter 12 – Training & Development Practices
  - Noe Chapter 2 – Strategic Training

**Weeks 10-12**
- **Unit 4 – Needs Assessment and Evaluation**
  - S&H Chapter 14 – The Nature of the Change Process
  - Noe Chapter 3 – Needs Assessment
  - Noe Chapter 5 – Program Design
  - Noe Chapter 6 – Training Evaluation

**Weeks 13-15**
- **Unit 5 – The Impact of Globalization and Technology**
  - S&H Chapter 19 – Globalization and HRD
  - S&H Chapter 20 – Technology and HRD
  - Noe Chapter 8 – Technology-based Training Methods
  - Noe Chapter 11 – The Future of Training & Development
## Assignments

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
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<tbody>
<tr>
<td><strong>Class discussions</strong> (5 @ 20 points each)</td>
<td>100</td>
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<tr>
<td><strong>Syllabus Quiz</strong></td>
<td>10</td>
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<tr>
<td><strong>Unit Quizzes</strong> (5 @ 20 points each)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Individual Introduction Video in YouSeeU</strong></td>
<td>60</td>
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<tr>
<td><strong>Individual HRD Informational Interview</strong></td>
<td>150</td>
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<tr>
<td>1) identification of person (10 points)</td>
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<td>2) submission of reflection paper (140 points)</td>
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<tr>
<td><strong>Group - Facilitation of instruction/training (YouSeeU)</strong></td>
<td>160</td>
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<tr>
<td>1) discussion with group members on D2L discussion board (5 points)</td>
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<td>2) submit topic in D2L Dropbox by the due date (5 points)</td>
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<td>3) submit group plan (10 points)</td>
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<tr>
<td>4) submit presentation PowerPoint slides and video in YouSeeU – video must include ALL members of the group (130 points)</td>
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<tr>
<td>5) complete peer reviews (10 points)</td>
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<tr>
<td><strong>Individual Research and Visual Presentation on how employee training differs from development</strong></td>
<td>120</td>
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<tr>
<td>1) Locate two references that describe how training differs from development, and submit the reference list of the two sources using APA 6th edition style into the D2L Dropbox (20 points)</td>
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<tr>
<td>2) Develop and submit the visual or a link to the visual into a D2L Dropbox (100 points)</td>
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<tr>
<td><strong>Test 1</strong></td>
<td>100</td>
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<tr>
<td><strong>Test 2</strong></td>
<td>100</td>
</tr>
<tr>
<td><strong>Final exam – comprehensive</strong></td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL POSSIBLE POINTS</strong></td>
<td>1,000</td>
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*Please refer to the Assignment Details Sheet that is provided as a separate document in D2L for more information.*
**GBU 330 – Tentative Course Outline**

*This is a tentative schedule that is subject to change at the discretion of the instructor.*

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Readings &amp; Activities</th>
<th>Assignments</th>
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</table>
| **Weeks 1 – 3** | - Read Getting Started module in D2L  
- Review and print syllabus and course schedule  
- Purchase textbooks  
- Begin working ahead on projects  
- Introduction video  
- Selection of person to interview for HR/HRD interview  
- Submit topic for group facilitation of instruction  
- Unit 1: Introduction to HRD  
- Read S&H chapters 1, 2, 3, and 9  
- Complete Unit 1 lessons  
- Complete Unit 1 discussion  
- Complete Unit 1 quiz | - Syllabus quiz due 1/25 (D2L quizzes)  
- Register YouSeeU account by 1/25  
- Group discussion board posts due 2/1  
- Introduction video due 2/1 via YouSeeU  
- Submit name/info of the person you will interview by 2/8 (D2L discussions)  
- Submit topic for group project by 2/8 (D2L dropbox – one per group)  
- Unit 1 discussion due by 2/8 (D2L discussions)  
- Unit 1 quiz due by 2/8 (D2L quizzes) |
| **Weeks 4 – 7** | - Unit 2: Theory and Philosophy in HRD  
- Read S&H chapters 5, 7  
- Read Noe chapters 4, 7  
- Complete Unit 2 lessons  
- Complete Unit 2 discussion  
- Complete Unit 2 quiz  
- Complete Exam 1 | - Group project plan due by 2/22 (D2L discussions)  
- Submit individual interview summary paper by 2/29 (D2L dropbox)  
- Unit 2 discussion due by 3/7 (D2L discussion)  
- Unit 2 quiz due by 3/7 (D2L quizzes)  
- Exam 1 due by 3/7 (D2L quizzes) |
| **Weeks 8 – 9** | - Unit 3: Developing Expertise through Training and Development  
- Read S&H chapters 10, 12  
- Read Noe chapters 1, 2  
- Complete Unit 3 lessons  
- Complete Unit 3 discussion  
- Complete Unit 3 quiz | - Unit 3 discussion due by 3/28 (D2L discussions)  
- Unit 3 quiz due by 3/28 (D2L quizzes) |
| **Weeks 10 – 12** | - Unit 4: Needs Assessment and Evaluation  
- Read S&H chapter 14  
- Read Noe chapters 3, 5, 6  
- Complete Unit 4 lessons  
- Complete Unit 4 discussion  
- Complete Unit 4 quiz  
- Submit group facilitation of instruction in YouSeeU  
- Complete peer reviews via comments in YouSeeU and D2L Surveys  
- Complete Exam 2 | - Submit group facilitation of instruction by 4/4 (YouSeeU)  
- Complete peer reviews by 4/6 (YouSeeU & D2L Dropbox)  
- Submit reference list of 2 sources found in research of how training differs from development – due 4/11 (D2L dropbox)  
- Unit 4 discussion due by 4/18 (D2L discussions)  
- Unit 4 quiz due by 4/18 (D2L quizzes)  
- Exam 2 due 4/18 (D2L quizzes) |
| Weeks 13 – 15 | • Unit 5: The Impact of Globalization and Technology  
• Read S&H Chapters 19, 20  
• Read Noe Chapters 8, 11  
• Complete Unit 5 lessons  
• Complete Unit 5 discussion  
• Complete Unit 5 quiz  
• Submit individual training vs. development project | • Submit individual visual on how training differs from development by 4/25 (D2L dropbox)  
• Unit 5 discussion due by 5/2 (D2L discussions)  
• Unit 5 quiz due by 5/2 (D2L quizzes) |
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<tbody>
<tr>
<td>Week 16</td>
<td>• Required comprehensive final exam</td>
<td>• Available 5/7 until 11:59 p.m. on 5/9 (D2L quizzes)</td>
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</tbody>
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