

MGMT 461: Training And Development

Location:	Elgin
Address:	at Elgin Community College, 1700 Spartan Dr. E205 Elgin, IL 60123-7193
Section:	19FALL2/MGMT/461/AIL5
Semester Credit Hours:	3
Class Day(s) and Time(s):	Monday 6:00 PM - 10:00 PM from October 21, 2019 to December 14, 2019

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📘 Course Information

Catalog Description

Study of learning, training and development and the alignment with strategic goals of an organization for achieving goals and talent management. The course focuses on individual development, organizational development, and change management and performance management. This course explores the methods of identifying training needs, designing and implementing successful training programs and evaluating organizational training systems. Also, this course covers the process of planning and implementing interventions to create interpersonal, group, inter-group or organization-wide change.

Prerequisite: MGMT 261.

Additional Notes

Please Note: Our class meets in K-163.

Important Note: Please be sure to read the entire syllabus. Pay special attention to the sections on ETEXTS, BOOKSTORE, AND TECHNICAL SUPPORT. The instructor will review the syllabus and provide an eText orientation on the first evening of class. The instructor will provide access to his eText highlights and notes to help the students prepare for their exams and to enhance the course material/class lectures and discussions. Please be sure to click on the link provided to you by your instructor to “follow” the highlights.

📖 Textbooks

As part of TruitionSM, students will receive their course materials automatically as described below.

📖 Werner. (2017). *Human Resource Development* (7th). Cengage. eText

Bookstore Information

Visit <https://www.ccis.edu/bookstore.aspx> for details.

eText Information

If a course uses an eText, (see textbook information above) the book will be available directly in Desire2Learn (D2L) seven days before the session begins, if registered for courses prior to that date. Upon first login to VitalSource, students should use their CougarMail email address; alternate email addresses cannot be used. More information about how to use the VitalSource platform, including offline access to eTexts, can be found in D2L.

Physical Course Materials Information

Students enrolled in courses that require physical materials will receive these materials automatically at the shipping address on file with Columbia College. Delivery date of physical materials is dependent on registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on shipping status.

Returns: Students who drop a class are responsible for returning any physical course materials that were shipped. To initiate a return, visit [Ingram Returns](#) to generate a pre-paid return label. Materials from dropped courses must be returned within 30-days of receipt. **Failure to return physical items from a dropped course will result in a charge to the student account for all unreturned items.**

Note: Students who opt-out of having their books provided as part of [TuitionSM](#) are responsible for purchasing their own course materials.

Technology Requirements

THIS IS A TECHNOLOGY-ENRICHED COURSE WHICH COMBINES IN-SEAT INSTRUCTION WITH ONLINE LEARNING.

Participation in this course will require the basic technology for all classes at Columbia College:

- A computer with reliable internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office

For more information, see [technical requirements](#).

Course Learning Outcomes

1. Analyze organizational training and development issues.
2. Explain the impact of training and development on organizational strategy.
3. Analyze different methods through which organizations are seeking to meet their HRD related needs including in the global environment.
4. Examine the basic theories and concepts of change management.
5. Identify the major phases of the training and development process (ADDIE Model).
6. Evaluate the return on investment of training and development.

Grading

Grading Scale

Grade	Points	Percent
A	900 - 1000	90-100%
B	800 - 899	80-89%
C	700 - 799	70-79%
D	600 - 699	60-69%
F	0 - 599	0-59%

Grade Weights

Assignment Category	Points	Percent
Class Participation	105	10%
Articles	45	4%
Course Project Paper	200	20%
Course Project Presentation	50	5%
Online Discussion	60	6%
Mid-Term Exam	240	24%
Final Exam	300	30%
Total	1000	100%

Schedule of Due Dates

Week 1

Assignment	Points	Due
Instructor and Student Introductions	0	10-21-19
Discussion of "Game Plan" and Review of Syllabus	0	10-21-19
Chapters 1 & 2	--	10-21-19

Week 2

Assignment	Points	Due
Class Participation	15	10-28-19
Chapters 3 & 4	0	10-28-19

Week 3

Assignment	Points	Due
Class Participation	15	11-4-19
Chapters 5 & 6	0	11-4-19
Article Presentations	15	11-4-19

Week 4

Assignment	Points	Due
Class Participation	15	11-11-19
Chapters 7 & 8	0	11-11-19
Article Presentations	15	11-11-19
Mid-Term Exam	240	11-11-19
Online Discussion	20	11-11-19

Week 5

Assignment	Points	Due
Class Participation	15	11-18-19
Chapters 9 & 10	0	11-18-19
Article Presentations	15	11-18-19
Online Discussion	20	11-18-19

Week 6

Assignment	Points	Due
Class Participation	15	11-25-19
Chapters 11 & 12	0	11-25-19
Online Discussion	20	11-25-19

Week 7

Assignment	Points	Due
Class Participation	15	12-2-19

Assignment	Points	Due
Week 8		
Assignment	Points	Due
Course Project Presentations	50	12-9-19
Course Project Papers	200	12-9-19
Final Exam	300	12-9-19
Class Participation	15	12-9-19
Total Points: 1000		

Assignment Overview

Assignments

The assigned chapters in the eText should be read before each week's class as scheduled to enhance the presentation and interaction within the group.

Class Participation is key for each student to be properly engaged in the learning process. It will be graded for Weeks 2 - 8 with a possible total of 15 points each week. A grading scale will be provided Week 1.

Articles regarding current events in the area of HR Development enhance the review and understanding of the course material in a real-world context as it pertains to this field of study. Each student will present 3 articles informally at any time during the session. Each is worth 15 points total.

There will be 3 Threaded Discussion topics listed online during the session. Each student is expected to actively participate in these discussions with 1 original posting to each topic and 1 comment tagging on to another student's posting. There will be 20 points possible for the postings during each of the 3 weeks.

Each student will prepare a formal Course Project Paper covering any topic of his/her choosing under the broad scope of HR Development. The suggested length of the paper is 8 - 10 pages, including a cover page and references. The format should be professional (with good grammar and sentence structure, correct spelling and error-free) as it would be in submission to the senior members of a leadership/management team of an organization.

Examinations

There will be a Mid-Term Exam (Week 4) and a Final Exam (Week 8). Each will be comprised of Questions for Discussion and Case Studies taken directly from the eText and the chapters covered in the first and second halves of the course, respectively. Additional details will be provided during the Week 1 class.

Course Outline

Click on each week to view details about the activities scheduled for that week.

Week 1:

Instructor and Student Introductions
Discussion of "Game Plan" and Review of Syllabus
Chapters 1 & 2

Week 2:

Class Participation
Chapters 3 & 4

Week 3:

Class Participation
Chapters 5 & 6
Article Presentations

Week 4:

Class Participation
Chapters 7 & 8
Article Presentations
Mid-Term Exam
Online Discussion

Week 5:

Class Participation
Chapters 9 & 10
Article Presentations
Online Discussion

Week 6:

Class Participation
Chapters 11 & 12
Online Discussion

Week 7:

Class Participation
Chapters 13, 14 & 15

Week 8:

Course Project Presentations
Course Project Papers
Final Exam
Class Participation

Additional Resources

Online databases are available at library.ccis.edu. You may access them using your CougarTrack login and password when prompted.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: CCHelpDesk@ccis.edu, 800-231-2391 ex. 4357

- D2L Helpdesk: helpdesk@d2l.com, 877-325-7778
- VitalSource: support@vitalsource.com, 1-855-200-4146

Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing. Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack at [Students -> Academics -> Resources](#).

! Columbia College Policies and Procedures

The policies set forth in the [Policy Library](#) are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. For more information on policies applicable to students, see [Student Policies](#). For more information on policies applicable to the entire Columbia College community, see [College-Wide Policies](#).

Students are expected to read and abide by the College policies. Policies of particular interest to students include, but not limited to the following:

- Graduate Grading Policy
- Undergraduate Grading Policy
- Registration Policy and Procedures
- Withdrawal Policy
- Alcohol and Other Drugs Policy
- Family Educational Rights and Privacy Act (FERPA)

Additional Policies:

Academic Integrity and Plagiarism

Academic integrity is a cumulative process that begins with the first college learning opportunity. Students are responsible for knowing and abiding by the [Academic Integrity Policy and Procedures](#) and may not use ignorance of either as an excuse for academic misconduct. Additionally, all required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Disability Resources

If you have a disability that requires an accommodation, please speak with the instructor and consult the [Student Accessibility Resources](#) office. Student Accessibility Resources staff will determine appropriate accommodations and will work with your instructor to make sure these are available to you. To find additional information, see our [ADA and Section 504 Policy for Students](#).

Notice of Non-Discrimination and Equal Opportunity:

The College has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of discrimination, harassment, or retaliation on the basis of protected status, can report their experiences to a College official. For more information, see our [Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure](#).

Title IX and Sexual Misconduct

The College is committed to addressing the issues of discrimination, harassment and sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed. For more information, see the College's [Title IX and Sexual Misconduct Policy](#).

Course Policies and Procedures:

Attendance Policy

Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled.

For classes with an online component, attendance for a week includes submitting any assigned online activity. Assigned activities are scheduled prior to the course commencing. Assigned activity due dates are subject to change based on actual course progression and will be adjusted as necessary. Attendance for the week is based upon the date work is submitted. A class week

is defined as the period of time between Monday and Sunday (except for week 8, when the work and the course will end at 11:59 PM Central Time on Saturday.) The course and system deadlines are based on the Central Time Zone.

Students are directly responsible to instructors for class attendance and work missed during an absence for any cause. If absences jeopardize progress in a course, the College reserves the right to drop or withdraw students from classes. For additional information, see the Administrative Withdrawal for Non-Attendance heading in the [Withdrawal Policy](#).

CougarMail

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

Late Assignment Policy

All classes rely on participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. You must keep up with the schedule of reading and writing to successfully complete the class.

No late assignments will be accepted without the prior approval of the instructor.

Acceptance of a late assignment is at the discretion of the instructor.

Make-up examinations may be authorized for students who miss regularly-scheduled examinations due to circumstances beyond their control. Make-up examinations must be administered as soon as possible after the regularly scheduled examination period and must be administered in a controlled environment.

Student Conduct

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's [Student Conduct Code](#) and [Acceptable Computing Use Policy](#). Students violating these policies or any other College policy will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct, the [Student Behavioral Misconduct Policy and Procedures](#), and the Acceptable Computing Use Policy can be found in the Policy Library at ccis.edu/policies. The adjunct faculty member maintains the right to manage a positive learning environment all students must adhere to the conventions of online etiquette when enrolled in a course with an online component.