Course Syllabus

✎ Edit

MBA 760: Employee Training and Development

MBA 760 Training & Development

Course Information

This course is offered collaboratively through the UW MBA Consortium.

Credit Hours: 2.0

Course Term: Summer 2023

Delivery Mode: Online

Course Dates: May 22, 2023 to July 9, 2023

If you are considering dropping this course, having a conversation with your academic advisor is a good place to start. You should also let the instructor know what your plans are. Click the following links, based on your home campus, to learn more about dropping this course: **Consortium/UW-Eau Claire** ⬀ **(https://help.wisconsinonlinemba.org/article/60-adding-dropping-classes)** | **UW Oshkosh** ⬀ **(https://uwosh.edu/registrar/students/add-drop-calendar/)** | **UW-Parkside** ⬀ **(https://www.uwp.edu/live/offices/registrarsoffice/adddrop.cfm)**

Instructor Information

Instructor: Gary Ziebell

Home Campus: UW-Oshkosh

Email: ziebellg@uwosh.edu (mailto:ziebellg@uwosh.edu)

Course Description

The development of an organization's human resources is becoming more critical as an organization attempts to survive in an increasingly turbulent, dynamic, and competitive global marketplace. This course will examine the role of human resource development in maintaining an organization's competitive position in today's environment. In doing so, it will identify assessment techniques that will assist the manager in determining the general training needs of the organization and the specific needs of the employees and it will introduce practices that help managers to successfully transfer training to the workplace so that organizational efficiency and effectiveness improve. The course will also examine special topics of interest, such as diversity training and career management.

Learning Outcomes

At the end of this course, you will be able to:

- Research and describe recent approaches to training and development.
- List current issues facing the training profession.
- Apply theories of learning to the training function.
- Develop a training module.
- Describe what an effective employee training and development program should look like.

Required Course Materials

Textbook

Title: Employee Training & Development (8th edition, 2020)
Author: Raymond A. Noe
ISBN: 9781264119004 (loose-leaf); 978-1260043747 (print)

Please note that this ISBN may differ from what appears on the UWEC bookstore website. If ordering from a source other than the UWEC bookstore, be sure to use the ISBN provided here to ensure you get the correct text.

You have the option to purchase an ebook, rent a textbook, or purchase a loose-leaf version of the textbook. You do not need to purchase McGraw-Hill Connect access for this course. **Click here to learn more about ordering textbooks** ⤷ **(https://www.wisconsinonlinemba.org/order_textbooks.phtml)**. Contact **mba@uwec.edu (mailto:mba@uwec.edu)** with any textbook-related concerns.

Course Topical Outline

- Week 1: Best practices
- Week 2: Learning theory
- Week 3: Training setting
- Week 4: Training objectives and evaluation
- Week 5: Training methods

- Week 6: Training and social responsibility
- Week 7: Final training module

Assignments and Activities

Point Distribution

Grading will be based on quality of performance in the following areas:

Category	Points
Discussions (3)	50 points each
Individual Assignments (3)	75 points each
Training Workshop Assignments (4)	100 points each
Final Training Workshop Assignment	200 points
Total	**975 points**

Grade Breakdown:

Letter	Percentage
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Late Work Policy

It is your responsibility to keep track of the course calendar and all due dates. As it is important to stay on track with assignments and discussions so that things can progress smoothly. ***There is a one letter grade penalty per day for up to 2 days on a late assignment, no credit after 2 days. That being said, should there be a reason for being late, please let me know in advance and I will take your case into consideration.***

Consortium's Excused Absence Policy

An absence will be considered excused or authorized according to the following institutional policies:

1. The student's home campus policy on excused absences will apply.
   - **UW Oshkosh** ⤷ **(https://www.uwosh.edu/registrar/policies/attendance-policy)**
   - **UW-Parkside** ⤷ **(https://www.uwp.edu/learn/academiccatalog/2019-2021/upload/201921-ACADEMIC-CATALOG-082619.pdf)** (see page 31)
2. UW MBA Consortium students will follow the **UW-Eau Claire Authorized Absence Policy.** ⤷ **(https://www.uwec.edu/kb/article/class-attendance-and-authorized-absence-policies/#authorized-absences)**

If your absence falls into the excused absence category, please contact me as soon as possible. I may request that you provide documentation, and I may need time to make alternative assessments available to you.

Expectations of the Instructor

Throughout the course, I will attempt to respond to any emails, questions, and view the discussions posted within a 24-hour time frame during the week (weekends may be a little more sporadic). I will also attempt to grade all assignments within a week after receiving them.

I believe in a very participative class style and will stay engaged and attempt to be available as needed while progressing through your course work. I am available via email and through the online raise your hand section. I check my email more frequently than the raise your hand section

Expectations of the Student

If you have questions, please ask. I cannot assist you in your course work if I do not know what you need assistance with. If you have questions that pertain to the course (that are not of a personal nature), please use the "raise your hand" section under the discussion board rather than email. This will allow other students to benefit from your questions and the answers as well.

It is your responsibility to keep track of the course calendar and all due dates. It is important to stay on track with assignments and discussions so that things can progress smoothly. The training workshop

assignment is a complex task, so it is important to review my feedback on the weekly assignments and make the necessary changes before submitting the final project.

Academic Conduct

To foster a productive learning environment, all students are required to accept and adhere to the Student Code of Conduct agreement in order to participate in this course.

Academic Integrity Policy

Integrity is an important component of students' academic experience. The academic evaluation a student receives for a course becomes a permanent University student record and it is critical such records be accurate and consistent. In addition, the integrity students learn and exhibit at the University will be the model for the professional integrity they practice when they complete their academic work. The University believes unquestionable character and integrity are essential for successful careers. Whatever role you may play in an organization, be it publicly or privately owned, you will occupy a position of trust. High ethical standards, therefore, are not only necessary but are fundamentally part of all the University represents when it grants a degree.

All class materials are the intellectual property of the instructor and may not be shared outside of this course (e.g., to commercial "study sites") without my permission.

Unless I specify otherwise, all work that you turn in to me should be an individual effort. The sentence structure, wording, and content for your assignments and discussions must be your original work. Academically dishonest behaviors include (but may not be limited to) the following:

- Intentionally or unintentionally presenting someone else's ideas or words as your own, either as a direct quote or paraphrased or summarized material, without the proper citation. All quotes and direct references must include citations. Remember to use APA format for citations. See the **OWL website from Purdue** ⬀ **(http://owl.english.purdue.edu/owl/resource/560/01/)** for APA citation guidelines.
- Submitting work that is identical to or so similar to that of another's in its wording, sentence structure, and content that it cannot be considered original.
- Plagiarizing yourself by submitting work for evaluation in this course that was previously graded or otherwise evaluated in another course. You can cite your previous work. If you want to use your previous work, contact me first.
- Making up data or citations.
- Consulting resources to complete a graded course assessment other than those allowed in the assessment directions. If you are unsure what is considered as an authorized resource, consult with your instructor.
- Navigating off an exam screen to research answers online during a timed exam (Note: The activity log that Canvas generates during each student's exam denotes when a student leaves his/her/their exam screen!)

- Helping someone else engage in academically dishonest behavior, including posting course materials online.
- Violating copyright laws. In some cases, citing a source is not sufficient; you also have to obtain permission from the original source for the materials you use. Likewise, if you use any materials from this course outside this course, you may need permission to use them (e.g., in your company's training manuals, publications, or style guides).

Any investigation into any form of academic misconduct will result in a report to the dean of students and in student academic disciplinary sanctions as established by the UW System Board of Regents (**UWS Chapter 14** ⤷ **(http://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf)**).

Disciplinary procedures from the student's home campus dictate the disciplinary action against students who engage in academic misconduct.

## Accommodation for Students with Disabilities

In order to ensure that all of our students have equitable access to our online course materials, we strive to meet the guidelines set by Section 508 of the Rehabilitation Act, which requires the public to provide reasonable accommodations to individuals with disabilities when posting web-based materials. Canvas is **compliant with W3C's Web Accessibility Initiative** ⤷ **(https://community.canvaslms.com/docs/DOC-2061-accessibility-within-canvas)** and with **Section 508** ⤷ **(https://www.section508.gov/)** guidelines. Additionally, Canvas was certified as a **substantially conformant LMS** ⤷ **(https://webaim.org/services/certification/canvas)** by WebAIM, a third-party authority in web accessibility. If you find that course materials are not posted in a format that meets your needs, or you need testing accommodations, please contact Online Course Support at **BIZHelp@uwec.edu (mailto:bizhelp@uwec.edu)** and we will work with you to find a reasonable accommodation.

 If you are uncertain of your ability to perform on the assignments, please let me know. I am here to help you succeed in this course.

Course Summary:

Date	Details	Due
Mon May 22, 2023	📅 **Complete the Code of Conduct (https://uws.instructure.com/calendar?event_id=1427063&include_contexts=course_578643)**	12am
	📄 **Week 1 Overview**	to do: 11:59pm
Tue May 23, 2023	📄 **Week 1 Commentary**	to do: 11:59pm

Date	Details	Due
Wed May 24, 2023	**Introductions & Training Experiences** (https://uws.instructure.com/courses/578643/assignments/6013993)	due by 11:59pm
Fri May 26, 2023	**Week 1 Individual Assignment** (https://uws.instructure.com/courses/578643/assignments/6013997)	due by 11:59pm
Mon May 29, 2023	**Week 2 Overview**	to do: 11:59pm
Tue May 30, 2023	**Week 2 Commentary**	to do: 11:59pm
Wed May 31, 2023	**Week 2 Individual Assignment** (https://uws.instructure.com/courses/578643/assignments/6013998)	due by 11:59pm
Fri Jun 2, 2023	**Week 2 Training Workshop Assignment** (https://uws.instructure.com/courses/578643/assignments/6013999)	due by 11:59pm
Mon Jun 5, 2023	**Week 3 Overview**	to do: 11:59pm
Tue Jun 6, 2023	**Week 3 Commentary**	to do: 11:59pm
Fri Jun 9, 2023	**Week 3 Training Workshop Assignment, Part 1** (https://uws.instructure.com/courses/578643/assignments/6014000)	due by 11:59pm
	Week 3 Training Workshop Assignment, Part 2 (https://uws.instructure.com/courses/578643/assignments/6014001)	due by 11:59pm
Mon Jun 12, 2023	**Week 4 Overview**	to do: 11:59pm
Tue Jun 13, 2023	**Week 4 Commentary**	to do: 11:59pm
Fri Jun 16, 2023	**Week 4 Training Workshop Assignment** (https://uws.instructure.com/courses/578643/assignments/6014002)	due by 11:59pm
	Midterm Course Evaluation	to do: 11:59pm
Mon Jun 19, 2023	**Week 5 Overview**	to do: 11:59pm

Date	Details	Due
Tue Jun 20, 2023	📄 **Week 5 Commentary**	to do: 11:59pm
Fri Jun 23, 2023	📝 **Week 5 Training Workshop Assignment (https://uws.instructure.com/courses/578643/assignments/6014003)**	due by 11:59pm
Mon Jun 26, 2023	📄 **Week 6 Overview**	to do: 11:59pm
Tue Jun 27, 2023	📄 **Week 6 Commentary**	to do: 11:59pm
Wed Jun 28, 2023	📝 **Week 6 Individual Assignment (https://uws.instructure.com/courses/578643/assignments/6014004)**	due by 11:59pm
Mon Jul 3, 2023	📄 **Week 7 Overview**	to do: 11:59pm
Wed Jul 5, 2023	📝 **Final Training Workshop (https://uws.instructure.com/courses/578643/assignments/6013996)**	due by 11:59pm
Fri Jul 7, 2023	📄 **Week 7 Discussion: Response Post**	to do: 11:59pm
Sun Jul 9, 2023	📄 **Final Course Evaluation**	to do: 11:59pm
	💬 **Week 7 Course Wrap-up discussion (https://uws.instructure.com/courses/578643/assignments/6013994)**	due by 11:59pm
	📝 **Final Grade (https://uws.instructure.com/courses/578643/assignments/6013995)**	
	💬 **Week 5 Discussion (https://uws.instructure.com/courses/578643/assignments/6013992)**	