

UNIVERSITY OF TEXAS, DALLAS
OBHR4335 “Training and Development”
Course Syllabus – SPRING 2020

Course Information

OBHR4335 “Training and Development”

Section: 001 - TTH 4:00 – 5:15 - Classroom: JSOM 1.102

Professor Contact Information

Edward Meda (Ed), 972-883-5023 or Email: Edward.Meda@utdallas.edu.

Office: BB Discussion Board. Office hours: MW 12:00pm – 2:30pm; TTH 3:00pm – 4:00pm

Course Description

This course focuses on the effective development of talent within organizations. It covers issues such as training needs analysis, training curriculum design, training delivery, management and leadership development, the role of experience in skills development, and the evaluation of training and development initiatives. The course will equip the student to determine when training is appropriate, what type of training (content and delivery) is needed, when alternatives to training are better suited to meet the organization's objectives, and how to determine the return on investment in training. Prerequisites: [OBHR 3330](#) or [OBHR 3310](#).

Student Learning Objectives/Outcomes

- Students will demonstrate the context for training and development
 - Students will design training programs
 - Students will be able to explain multiple training and development methods
 - Students will be able to incorporate social responsibility in training development
 - Students will explore various Knowledge Management Systems
-

Required Textbooks and Other Materials

Noe, R. (2017). *Employee Training and Development: 7th Ed.* McGraw-Hill Education. ISBN:978-0-07-811285-0 (UTD Bookstore)

McGraw-Hill Connect – Will be provided free of charge to the student

Suggested Course Materials

Suggested course materials also include exposure to reputable business publications like the Wall Street Journal, Fortune Magazine, HR Magazine, course supplemental reading and learning material links and handouts provided.

Assignments and Academic Calendar – MW Schedule

Week#	Date	Topic	Assignments
#1	1/13	Meet and Greet Review course structure Class Discussion on Final Project – Assign Teams	1/14 1/16
#2	1/20	Chapter 2 – Strategic Training Assignment - Case: Zappos, p.53	1/21
#3	1/27	Chapter 3 - Designing Training – Needs Assessment Assignment – Case: IBM, p.108	1/28
#4	2/3	Chapter 4 - Learning and Transfer of Knowledge Case: Summit Credit Union p.153	2/4
#5	2/10	Chapter 5 - Program Design Assignment – Case: Safety First p.196	2/11
#6	2/17	Study Guide Exam #1 Chapters 1-5 Exam #1 Chapters 1-5	2/18 Exam #1 2/20
#7	2/24	Chapter 6 -Training Evaluation Assignment – Case: Autodesk Inc., p.241	2/25
#8	3/2	Chapter 7 - Traditional Training Methods Assignment – Case: AMP, p.286	3/3
#9	3/9	Chapter 8 - Technology-Based Training Methods Assignment – Case: BB&T p.326	3/10
#10	3/16	Spring Break	No Assignments
#11	3/23	Spring Break Continued	No Assignments

Class are now moved on-line only. Lectures will Be held on Tuesdays @ 4pm for approx. 1 Hour

All submissions will be electronic

#11	3/30	Chapter 9 - Employee Development and Career Management Assignment – Case: Jiffy Lube, p. 376	3/31
#12	4/6	Chapter 10 Social Responsibility Assignment – Case: MGM Resorts, p. 431	4/7
#13	4/13	Chapter 11 The future of Training and Development Assignment – Case: P & G p.483	4/14
#14	4/20	Assignment – Case: TELUS, p. 510 Written Training and Development Plan Due (Final Project)	4/21 4/23
#15	4/27	Exam #2 Chapters 6 - 11	Exam #2 4/28
Finals Week			No Final Exam

SCHEDULE IS SUBJECT TO CHANGE

Grading Policy

Grades will be determined using the following point system:

Assignments:	Points Available
Exams – 2 (150 points) Essay exams – On-Line Submission	300
Chapter Quizzes (7) 10 points Limited to quizzes already completed	70
Case Write Ups – 20 points (11, will drop the lowest score or missed paper)	200
Group Project – 1 (100 points) (1 - 4 Students per group)	100
TOTAL	Total Points 670

The grading scale based as follows:

(98-100%)	=	A+
(94-97%)	=	A
(90-93%)	=	A-
(87-89%)	=	B+
(84-86%)	=	B
(80-83%)	=	B-
(77-79%)	=	C+
(74-76%)	=	C
(70-73%)	=	C-
(67-69%)	=	D+
(64-66%)	=	D
(60-63%)	=	D-

Course & Instructor Policies

Make-Up Assignments and Exams

No Make-up assignments or Quizzes without **prior approval** from the instructor and exams may be taken under the circumstances of illness/family death or emergency if students contact me (if possible before the scheduled assignment or exam) and **provide written proof** why the student could not take exam (i.e. doctor's note). There are **no make-ups for assignments or exams without the above documentation.**

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus. Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

Academic Dishonesty: The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes, plagiarism, cheating, fabrication and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: <http://www.utdallas.edu/deanofstudents/maintain/>.

Field Trip Policies Off-campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm address

Additional information is available from the office of the school dean.