Principles of Employee Development (GBU 330)  
Fall 2017

Course Title: Principles of Employee Development  
Number/Section: GBU 330-500

Instructor: Dr. Ashley Hall  
Email: D2L email (hallaa@sfasu.edu only if D2L is unavailable)  
Phone: (936) 468-2968 (Answered during campus office hours. If you can't reach me, please send an email.)  
Office: McGee Business Building, 229J  
Department: Business Communication and Legal Studies

Office Hours:  
Monday 7 – 8 a.m. (online); 8:30 – 10:45 a.m. (office)  
Tuesday 10 a.m. – 12 p.m. (office)  
Wednesday 7 – 8 a.m. (online); 8:30 – 10:45 a.m. (office)  
Thursday 12:30 – 2 p.m. (online)

Other times by appointment – 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. This 3 credit hour course meets virtually from August 28 – October 18. D2L is the course management system. Technical support in the 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 Text:  
Employee Training & Development, 7th edition  
Raymond A. Noe  
ISBN: 0078112850
Required Software:

- All written documents and assignments that are submitted must be in Microsoft Word. 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. As an SFA student, you have access to Office 365 through mySFA. For additional information, please visit http://www.sfasu.edu/mysta/o365/student/productivity-apps/
- You will need to download Adobe Acrobat 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 presentations.

Course Procedures:
You will need reliable Internet access to complete this online course. Visit D2L, SFA’s course management system, at d2l.sfasu.edu regularly to keep up with assignments, contact the instructor, and receive information for your success in the course. All electronic communication from the instructor will be through D2L, and it is the student’s responsibility to check D2L regularly for instructions and emails.

Important: D2L email is internal, meaning that messages cannot be sent or received from outside D2L. Do NOT try to email someone by typing in their @sfasu.edu or @jacks.sfasu.edu email address in D2L. It will not work and you may or may not receive an error message/send failure notice. Use the D2L address book to email your instructor/classmates within D2L.

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. In addition to writing assignments and projects, you will complete discussion posts, quizzes, and tests throughout the semester. Refer to the Assignment Information 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 small group for discussions. The number of group members will depend on class enrollment.

**Presentations:**
You will be required to make video presentations in YouSeeU to accompany slide presentations. You must have access to a video recorder, such as a computer webcam, for recording.

**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.
Quizzes and Exams:
All quizzes and exams in this class will be administered online through D2L. All material covered in the assigned readings (from the textbooks and D2L) may be the subject of questions on the exams. Each exam closes at the time noted in the syllabus. Exams not completed by the deadline will receive zero (0) points. Missed exams will only be excused and allowed to be made up for university-excused absences or for extreme emergencies that justify missing the exam. What constitutes an extreme emergency is within the discretion of the instructor. Note that I am not very lenient with this policy due to the fact that the exam windows are quite long. Thus, if you have any expectation that you have some medical or other issue that might conflict with a exam, make sure you take the exam early in the time window and do not wait until the last minute.

Final Exam:
The final exam is mandatory and comprehensive. It is open notes and open book. The exam will be available in D2L from Tuesday, October 17, 2017, until 11:59 p.m. on Wednesday, October 18, 2017.

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 points. Grades can be accessed through 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 the final exam 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. This means you need to check for ERRORS (for example, a missing grade for an assignment that you think you completed on time). This does NOT mean asking for assignments to be accepted late or for extra credit opportunities to make up for missed deadlines.

Grading Scale:

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<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>895 – 1,000</td>
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<tr>
<td>B</td>
<td>795 – 894</td>
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<tr>
<td>C</td>
<td>695 – 794</td>
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<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>15%</td>
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<td>Exams (10% each)</td>
<td>20%</td>
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<tr>
<td>Final Exam</td>
<td>15%</td>
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<tr>
<td>Informational Interview</td>
<td>11%</td>
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<tr>
<td>Self-Directed Learning Project</td>
<td>16%</td>
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<tr>
<td>Quizzes &amp; Other Assignments</td>
<td>23%</td>
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Online Attendance:
This is an online course. There are, however, specific deadlines. Students are expected to log in 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. **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.

Communication:
The primary contact method will be by email through D2L. You should check your email for this class regularly (at least once per day during the week). I make every attempt to respond to students in a reasonable amount of time. Just as I tell you that you should check your email at least once a day, I will do likewise. My policy is to answer emails within 48 hours. You can usually expect to receive a response within 24 hours; however, please remember that I am not on call 24 hours a day. If you wait until shortly before assignments are due to address questions to me on the assignment, you may or may not get an answer before the deadline arrives.

Academic Integrity:
Unless designated a group assignment, all work is to be individual work and collaboration with other students or individuals is not allowed. Collaborating with others on the quizzes or exams is considered cheating and a violation of SFA’s academic dishonesty policy, which will result in appropriate consequences.

All work submitted in this course must be completed by **you, this semester, for this section of the course.** You cannot “recycle” any work from other courses you have taken (here or elsewhere) or any previous time you may have attempted this course. If it is discovered that you have turned in any part of an individual or team assignment from a previous semester/course, you will receive a zero (0) for the assignment. Assignments will be subject to TurnItIn verification when submitted to the D2L dropbox.

**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 it 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
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/5.5_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/.

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-code-of-conduct-10.4.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

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 in 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, and if accepted will receive a reduced grade. Plan ahead!**

**DO NOT** make the mistake of submitting a file with the file extension .lnk 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 .lnk 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 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.

Any excused exams must be scheduled for make up within two (2) days of the missed exam or the emergency has resolved itself, or students missing the exam will receive a point value of zero (0) for the missed exam. It is entirely the student’s responsibility to make arrangements with me to take the missed exam. If you have a conflict with another university event or a university excused absence, you must contact me well in advance of the examination. In case of an extreme emergency that prevents you from taking an exam, contact me before the scheduled examination if at all possible. If it is not possible to contact me before the exam, contact me as soon as possible after the emergency is resolved. Failure to do so may result in an examination grade of zero.

**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!
# 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</th>
<th>Assignments due by 11:59 p.m. Sunday unless otherwise noted</th>
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<tbody>
<tr>
<td>Week 1 8/28 – 9/3</td>
<td>• Read Getting Started module in D2L</td>
<td>□ Syllabus quiz</td>
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<td>• D2L Lessons</td>
<td>□ Introduction video on YouSeeU</td>
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<td>• Noe Chapter 1</td>
<td>□ TypeFocus results and reflection</td>
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<td>• Noe Chapter 9</td>
<td>□ Discussion*</td>
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<td>Week 2 9/4 – 9/10</td>
<td>• D2L Lessons</td>
<td>□ Submit name/info of the person you will interview</td>
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<td>• Noe Chapter 2</td>
<td>□ Training vs. development visual with APA formatted reference page</td>
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<td></td>
<td>□ Discussion*</td>
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<td>Week 3 9/11 – 9/17</td>
<td>• D2L Lessons</td>
<td>□ Personal Development Plan</td>
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<td>• Noe Chapter 3</td>
<td>□ Exam 1 (Weeks 1 – 3)</td>
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<td>Week 4 9/18 – 9/24</td>
<td>• D2L Lessons</td>
<td>□ Interview summary paper</td>
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<td>• Noe Chapter 4</td>
<td>□ Discussion*</td>
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<td>• Noe Chapter 5</td>
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<td>Week 5 9/25 – 10/1</td>
<td>• D2L Lessons</td>
<td>□ ADDIE Training Plan</td>
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<td>• Noe Chapter 6</td>
<td>□ Submit topic and deliverable for self-directed learning project</td>
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<td>□ Discussion*</td>
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<td>Week 6 10/2 – 10/8</td>
<td>• D2L Lessons</td>
<td>□ Discussion*</td>
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<td>• Noe Chapter 7</td>
<td>□ Exam 2 (Weeks 4 – 6)</td>
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<td>• Noe Chapter 8</td>
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<td>Week 7 10/9 – 10/15</td>
<td>• D2L Lessons</td>
<td>□ Self-directed learning project</td>
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<td>• Noe Chapter 10</td>
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<td>Week 8 10/16 – 10/18</td>
<td>• Peer review 5 other self-directed learning projects</td>
<td>□ Peer reviews due by 11:59 p.m. on 10/18</td>
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<tr>
<td></td>
<td>• Required comprehensive final exam</td>
<td>□ Final exam available 10/17 until 11:59 p.m. on 10/18</td>
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*Initial discussion board posts are due by 11:59 p.m. **Wednesday**. Two replies are due by 11:59 p.m. **Sunday**.