BUSI 5375.500/501 - Business Training and Resource Design

Course Syllabus – FALL 2020

Instructor: Dr. Laurie Rogers
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Secondary: rogerslauri@sfasu.edu
Desire2Learn Address: https://d2l.sfasu.edu/
Office: 229R McGee Business Building
Office Phone: 936-468-1510 (Answered during office hours)
*Skype Address: Dr. Laurie Rogers
Office Hours: Central Standard Time

ALL HOURS ARE VIA ZOOM or PHONECALL or EMAIL*
Locate the Zoom Office Hours link in D2L News page. Information and instructions will also be provided there.

<table>
<thead>
<tr>
<th>Office Hours</th>
<th>Monday</th>
<th>11:00am-12:00pm / 1:30pm-3:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10:00am-12:00pm</td>
<td>1:00pm-3:00pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:00am-10am / 11am-12:00pm / 1:30pm-3:00pm</td>
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<tr>
<td>Thursday</td>
<td>Arrange By Prior Appointment</td>
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<td>Friday</td>
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*S In-person meetings available in extreme cases; contact the professor to discuss options.

SPECIAL ANNOUNCEMENTS:
COURSE PREFIX AND NUMBER HAS CHANGED. In Fall 2020 all courses at Stephen F. Austin State University have changed from a three letter prefix and three letter number to a four letter prefix and four letter number. This course was previously called BCM 247 Business Communication and is now called BUSI 2304 Business Communication. Please check this and other courses TO BE SURE YOU HAVE NOT ALREADY TAKEN THE COURSE with a previous number. This is YOUR RESPONSIBILITY to check. Repeating a course will not usually advance you toward graduation.

Course Description: This course focuses on the application of theories of learning and of instructional resource design for the education and training of employees in the organizational environment. The Overview in D2L gives an in-depth description of the course.

Class Time and Place: This is an online, asynchronous course with no required face-to-face meetings. Periodically, optional web casts will be set up for informal ‘live’ class discussion. 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. Exceptions do apply.

Prerequisite: Graduate student standing.

Required Text/Materials: One textbook is required for this course and can be ordered online or purchased from the SFA campus bookstores. It is the student’s responsibility to purchase the book in time to meet the initial assignment deadlines.

Dr. Laurie Rogers

FALL 2020
The SFA bookstore will also carry the e-version of the book.

Other suggested texts to add to corporate ed library:

Required Software: All documents and assignments which are submitted online must be completed using Microsoft Word. Assignments submitted in Microsoft Works, WordPerfect, GoogleDocs or as graphics or zipped files will not be accepted unless prior permission was arranged with the instructor. You will also need access to software used to create PowerPoint slides for presentations. 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 also need Acrobat Reader to review some graded assignments in PDF format. If you prefer to purchase software for your computer instead, contact the SFA campus bookstores.

Equipment for the Course: You will need reliable access to the Internet so that you can check the course on the D2L Learning Management System regularly. You will also need easy access to the software mentioned above. We will be using an online format in D2L to post presentation video(s) and PowerPoint. Therefore, you will need appropriate equipment to record such as a webcam, a cell phone, or a video camera.

SFA Tech Support: For D2L technical support, contact student support in the Office of Instructional Technology (OIT) at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail. For general computer support (not related to D2L), contact the Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu. To learn more about using D2L, visit SFAONLINE at http://sfaonline.sfasu.edu, where you’ll find written instructions and video tutorials. There is also a link on the D2L My Home page; under Helpful Links on the right side of this screen is “D2L Tutorials for Students.”

Course Description: [As stated above] This course focuses on the application of theories of learning and instructional development to the education and training of employees in the organizational environment. The Overview in D2L gives an in-depth description of the course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Topics</th>
<th>Assignments/Activities</th>
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</thead>
<tbody>
<tr>
<td>Business Training and Resource Design GBU 575.500</td>
<td>Assessing, Designing, Developing, Implementing and Evaluating the human development needs of an organization as they relate to the strategic plan(s) of that organization or group.</td>
<td>Reading reflections and assessments; team discussions; learning applications involving experiential activities; designing and presenting a training and/or resource document; final exam</td>
</tr>
</tbody>
</table>

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. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.

**Student Learning Outcomes:** Upon successful completion of this course, the student should be able to:

- Explain use of learning theories and the impact on business training and resource design
- Explain use of behavioral theories and the impact on business training and resource design
- Demonstrate knowledge of the basic principles of employee training and development
- Demonstrate knowledge of assessing training needs and the intended audience
- Explain the appropriate use of various business training and resource designs
- Evaluate training and transfer of learning

**Course Methodologies/Requirements:**
This course uses readings and related assignments to provide an overview of the process of planning, implementing, and evaluating training and development in an organizational setting. It includes activities such as discussions, written analysis of key principles, critical thinking exercises, real world case studies, online presentations, and the creation of a training and/or educational resource artifact in rough-draft.

This course has no quizzes and only one exam, the Final, which is part of the final webcast presentation. The assignments will be submitted individually to a D2L dropbox. Discussions may be both open to the class and specific to teams, depending upon enrollment and other factors. All of the assignments may be discussed and could involve group collaboration on an as-needed and/or as-requested basis.

**Course Schedule:** The *Tentative Course Calendar* appears as an additional file in D2L Getting Started module. Print a copy and note all deadlines. Students shall be notified of any scheduling changes via D2L email and the D2L News page.

**Final Exam:** The final exam shall be embedded as part of the web cast presentation done at the end of the semester.

**Attendance/Submission Policy:** Online students are expected to submit online assignments by the deadlines. If no work has been submitted during the first week of the course (or for any three week period during the course) the instructor will notify the student (via D2L and SFA email) that access to the course will be denied within two days. Students must respond to the instructor within 24 hours from the time of the notification email. Official documentation must be provided for reason of “absence” and “no work submitted” to be readmitted to the course. No makeup work will be allowed without official documentation.

**Teams:** We may or may not have teams, depending upon the number of enrolled for the course in any given semester. If teams are utilized, students will be randomly assigned to teams. Any activities deemed Group oriented will be noted by the instructor.

The official channel of team communication will be the team discussion board on D2L.

**Professional Courtesy:** This class will be conducted in a professional manner. This means 1) submit work in a timely manner  2) avoid profanity and/or offensive language in your communications and 3) participate fully and courteously with your class 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.
“Joke” assignments, using inappropriate or questionable content for oral presentations or written assignments, may result in NO CREDIT for that assignment. If you have questions about what might be professional conduct, please contact me BEFORE submitting the assignment.

**Submission Policy:** All assignments and projects are to be submitted according to the instructions provided in the Assignment Explanation Guide [located in D2L] and the individual D2L course Modules. Assignments which have specific due dates will be considered late if not submitted into the proper Dropbox or other assigned container by the due date indicated. Late work will not be accepted unless extenuating, valid emergency circumstances took place.

All writing assignments must be submitted via D2L in the .docx format (or other Word format). (See syllabus section on Software required for the course.) All assignments which are not submitted according to these instructions will result in a zero grade unless pre-arranged or prescribed by the instructor. PLEASE NOTE: GoogleDocs documents ARE NOT acceptable. You must transfer that file type into Word.

*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 determining your grade on each assignment (including discussions, reading, and application assignments submitted to the D2L dropboxes.)

**Make-up Policy:** No assignment will be accepted after the assigned deadline for completion except at the discretion of the instructor. A grade of “0” will be assigned for missed work, with exceptions including: Serious illness verified by a doctor’s note with a statement of inability to complete course work. Student will be directed to Office of Student Affairs for official declaration of illness/emergency. Personal or family emergency, documented appropriately. Student will be directed to Office of Student Affairs for official declaration of illness/emergency. See the syllabus section **Attendance/Submission Policy.**

**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. See the syllabus section titled **Academic Integrity.**

**Grades:**

**Estimated Distribution of Points**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Course Project/Final Exam Video</td>
<td>150 pts</td>
</tr>
<tr>
<td>Discussions</td>
<td>50</td>
</tr>
<tr>
<td>Three Main Assignments</td>
<td>200/200/400</td>
</tr>
</tbody>
</table>

**Total points possible** 1000

*All assignments except for the Course Project Final Exam will be graded as Pass/Fail. Points will be assigned at either full value or at zero. The Course Project will have a rubric which explains the necessary components and points assigned.*

Dr. Laurie Rogers

BUSI 5375.500

FALL 2020
Grading Scale
Pass=700 points total
Fail = 699 points or less total

**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.

**Withheld 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.

**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/online 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). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave the online environment 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.
## Tentative Course Calendar BUSI 5375.500 FALL 2020

*All Assignments are due No Later Than End of Day December 5, except for the Final Exam video. However, it is highly recommended that the presented schedule be adhered to to best plan the semester!*  

*Discussions should be done weekly.*

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATES</th>
<th>TOPICS</th>
<th>WORK ON</th>
<th>RECOMMENDED ASSIGNMENT COMPLETIONS</th>
</tr>
</thead>
</table>
| 1    | Aug 24-29   | Module A - Chap. 1: Training in Organizations | Become familiar with course Modules. Reading Text | • Do *Self Introduction* Discussion.  
• Do (minimum) one post and one reply in Open Discussion. |
|      |             |                                             | and Modules                                       |                                                     |
| 2    | Aug 31-Sept 5 | Module B - Chap. 2: Aligning Training with Strategy | Reading Text and Modules Begin Main Assignment 1 | • Open Discussion  
• Main Assignment 1 |
| 3    | Sept 7-Sept 12 | Module C - Chap. 4: Needs Analysis          | Reading Text and Module Complete Main Assignment 1 | • Open Discussion  
• Main Assignment 1 |
| 4    | Sept 14-Sept 19 | Module C - Chap. 4: Needs Analysis        | Reading Text and Modules Begin Main Assignment 2 | • Open Discussion                               |
| 5    | Sept 21-Sept 26 | Module D - Chap. 5: Training Design       | Reading Text and Modules Complete Main Assignment 2 | • Open Discussion  
• Main Assignment 2 |
| 6    | Sept 28-Oct 3   | Module E - Chap. 6: Traditional Training Methods | Reading Text and Modules Research Ed resources in your industry | • Open Discussion |

Dr. Laurie Rogers  
BUSI 5375.500  
FALL 2020
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Module/Assignment</th>
<th>Reading/Activities</th>
<th>Discussion Options</th>
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<tbody>
<tr>
<td>7</td>
<td>Oct 5-Oct 10</td>
<td>Module F - Chap. 8: Development, Implementation, and Transfer of Training</td>
<td>Reading Text and Modules Research Ed resources in your industry</td>
<td>• Open Discussion</td>
</tr>
<tr>
<td>8</td>
<td>Oct 12-Oct 17</td>
<td>Module F - Chap. 8: Development, Implementation, and Transfer of Training</td>
<td>Reading Text and Modules Research Ed resources in your industry</td>
<td>• Open Discussion</td>
</tr>
<tr>
<td>9</td>
<td>Oct 19-Oct 24</td>
<td>Module G - Chap. 9: Evaluation of Training</td>
<td>Reading Text and Modules Research Ed resources in your industry Ed R design professor discussion</td>
<td>• Open Discussion</td>
</tr>
<tr>
<td>10</td>
<td>Oct 26-Oct 31</td>
<td>Further Reading – Chap 10 and 11</td>
<td>Any skipped chapters Ed R design professor discussion</td>
<td>• Open Discussion</td>
</tr>
<tr>
<td>11</td>
<td>Nov 2-Nov 7</td>
<td>Main Assignment 3: Educational Resource Example</td>
<td>Begin Main Assignment 3</td>
<td>• Open Discussion • Main Assignment 3</td>
</tr>
<tr>
<td>12</td>
<td>Nov 9-14</td>
<td>Main Assignment 3: Educational Resource Example</td>
<td>Work on Main Assignment 3</td>
<td>• Open Discussion • Main Assignment 3</td>
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| 13 | Nov 16-Nov 21 | Main Assignment 3: Educational Resource Example | Complete Main Assignment 3 | Open Discussion  
Main Assignment 3 |
| 14 | Nov 23-28 | THANKSGIVING HOLIDAYS                                      | NA                                                               | Course Project/Final Exam |
| 15 | Nov 30-Dec 5 | Complete Course Project/Final Exam: Video                   | Final Exam video                                                  | Course Project/Final Exam |
| 16 | Dec 7-Dec 11 | Complete Course Project/Final Exam: Video                   | Final Exam video                                                  | Course Project/Final Exam |

NOTE: Each Week: Check News page for possible informal free-choice Zoom Chat days!

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