

Wayland Mission Statement

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

Contact Information

Course: MGMT 6319 – VC01 – Theories of Training and Evaluation of Employees

Campus: WBUonline

Term/Session: Fall II 2022

Instructor: Dr. Jesse Greer

Office Phone Number/Cell #: (806)336-0587

WBU Email Address: GreerJ@wbu.edu

Office Hours, Building, and Location: Virtual – By Appointment

Class Meeting Time and Location: WBUonline

Textbook Information

Required Textbook(s) and/or Required Materials:

No Textbook

Optional Materials: These are recommendations for writing your Applied Research Project and writing in general, and not required for this course:

- Barrows, L. (2016). *The Only Phrasebook You'll Ever Need*. ISBN 1539527751.
- Williams, J. & Bizup, J. (2017). *Style: Lessons in Clarity and Grace*. Pearson. ISBN 978-0-13-408041-3

Course Information

Catalog Description:

Examination of classical and current research into employee training and evaluation.

Prerequisite: In good standing with the DMGT program

Course Outcome Competencies:

- Examine and evaluate research in learning, training, and employee development
- Critique and synthesize theories in learning, training and employee evaluation as strategic tools
- Propose research projects that extend or combine research in the management of learning, training and employee evaluation
- Apply learning, training and employee evaluation management research theories to current management problems
- Develop strategies for employee development with a global and cultural perspective
- Integrate course concepts relative to the Christian Worldview

Attendance Requirements

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

Late Policy

Unless there are special circumstances as noted below, all work (including Discussion Board assignments and any other graded assignment) must be submitted by the due date.

- Assignments submitted within one week after the due date will receive a 10% deduction.
- Assignments submitted more than one week, and less than 2 weeks late will receive a 20% deduction.
- Assignments submitted two weeks late or after the final date of the course will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis. ***To be considered for an exemption to the policy, students must contact the professor in advance of the due date (as feasible).***

University Policies

Statement on Plagiarism and Academic Dishonesty: Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

Disability Statement: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

Student Grade Appeals: Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

Course Requirements and Grading Criteria

Grading Topic Points (Total 100%)

- Discussion Board (8) 50%
- Research Paper 40%
- Research Paper Peer Review 10%

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Tentative Schedule

Week	Activities	Assignments
Week 1	Adult Learning Theories in the Context of Workplace Training	Discussion Board (DB)
Week 2	Employee Training and Development Theories and Strategies	DB <i>Exploration Paper Topic Due</i>
Week 3	Designing Training and Needs Assessment	DB
Week 4	Program Design and Assessment	DB
Week 5	Performance Management Process and Systems	DB
Week 6	Defining and Measuring Performance	DB <i>Exploration Paper Draft Due</i>
Week 7	Applying Performance Information to Affect Behaviors	DB <i>Exploration Paper Final Version Due</i>
Week 8	Implementing a Performance Management System	DB <i>Exploration Paper Peer Review Activities</i>

Additional Information

Discussion board (DB): The discussion board is where you *attend* class and share ideas based on theoretical research with your colleagues. In general, initial posts are due Friday's and responses to colleagues by Sunday, Midnight, your local time zone. If you miss the week, the discussion board is automatically graded as a zero (0) without the opportunity to be completed at a later time as the discussion is essentially over. You will not see the postings of others until you submit your initial post. Following late policy procedures, making up a discussion board may be considered on a case-by-case basis and only for emergency situations.

Exploration Paper: Throughout the session, you will complete an 8 to 10-page paper exploring any topic of interest covered in this course. Use a minimum of eight (8) research-based peer-reviewed resources and follow APA 7th Edition guidelines. A draft of your paper is due in Week 6 for professor feedback and plagiarism check. The final paper is submitted by Week 7 in two places; the assignment link and in the Week 8 DB for peer review activities.

Research Paper Peer Review: Part of the Week 8 Discussion board. Share your exploration paper with your colleagues. Post your paper by Sunday, Midnight, at the end of Week 7. More information posted in Blackboard.