# Wayland Logo

Virtual Campus

School of Business

# 1. UNIVERSITY 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.

# 2. COURSE NUMBER & NAME:

MGMT 5344-VC01, Career Development and Management

# **3. TERM**:

Fall-1, 2020

# **4. INSTRUCTOR**:

Dr. Ernie Rahn

# **5. CONTACT INFORMATION**:

Office (Cell) phone: (912) 655-5036

WBU Email: [Ernest.Rahn@wayland.wbu.edu](mailto:Ernest.Rahn@wayland.wbu.edu)

# **6. OFFICE HOURS, BUILDING & LOCATION**:

“e” office hours: Mon-Fri, 8:00 AM - 5:00 PM

# **7. COURSE MEETING TIME & LOCATION**:

On-line through Wayland Baptist University Virtual Campus BlackBoard

# **8. CATALOG DESCRIPTION**:

Organizational needs and individual career needs. Development of systems for managing careers; organizational development through effective job analysis and design, performance management, rewards, training and development; measurement of results; implications of globalization and sustainability.

# 9. PREREQUISITE:

BUAD 5300

# **10. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| Human Resource Development-no book  MindTap + Access Card | Werner | 7th | 2017 | Cengage Learning | 9781-30557-6667 | 2/29/16 |

# 11. OPTIONAL MATERIALS

American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). Author. (ISBN: 978-1433832154)

APA Website: <http://www.apastyle.org/pubmanual.html>

# **12. COURSE OUTCOMES AND COMPETENCIES**:

* Analyze the forces of contemporary trends or significant issues in the field as applicable to the major application areas
* Describe each of the major HRD functions and application areas
* Assess the Human Resource Development needs of an organization against its strategy.
* Develop training programs incorporating the stages of needs analysis, selection of resources, and techniques and evaluation.

# Integrate HRD with other activities within HRM and overall business strategy.

# 13. ATTENDANCE REQUIREMENTS:

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 3 or more weeks of an 11-week term, 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 term is considered a “no-show” and will be administratively withdrawn from the class without record. The Census Date for Summer term is August 25, 2020. To be counted as actively participating, it is not sufficient to simply 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 (online WBU Academic Catalog, 2019-2020).

# **14. STATEMENT ON PLAGIARISM & 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.

**14.1. Plagiarism Policy:** Intellectual integrity and truthfulness are fundamental to scholarship. Scholars, whether they are performing as students or as teachers, are engaged in a search for truth. Plagiarism is a form of cheating as well as also a form of theft. Plagiarism occurs when a student fails to give proper credit when information is either quoted or paraphrased. Carelessness is no excuse. As such, it is a breach of scholarly responsibility, unethical, and in some cases, illegal. Looking at or copying someone else’s test, answer sheet, and/or paper are counted as cheating. Plagiarism will result in an “F” in this course.

# **15. 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 Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **16. COURSE REQUIREMENTS and GRADING CRITERIA**:

# **It is expected that the graduate student will spend approximately two hours of study time for each class hour. Course work submitted late will have the grade reduced by 10% for each day the assignment is late. No work will be accepted more than 7 days after the due date without prior coordination. See the list below for a breakout of course requirements with grading criteria.**

**16.1 WBU Grading Policy:** “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/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.”

**a. Discussion Board**: During Weeks 1-10, discussion board prompts will be posted within Discussion Board. Students will respond to the discussion board prompt(s) during of the associated week as described in the discussion board instructions. Additionally, each student will respond substantively to the initial post of at least two other class members for each discussion topic as well as questions posted to their initial responses before the end of the associated week (i.e., responses to week 1 discussions are due by the end of Week 1). The quality of students’ responses within these weekly discussion board sessions will be assessed. **Discussion Board Posts/responses contribute 30% toward your final grade.**

**b. Term Project: Human Resource Development Training Project**: Each student will plan, design, present (virtually), and evaluate a 30-minute training program. Project topics will be submitted via the Discussion Board by Week 2, the Project Implementation Plan (15% of course grade) is due by the end of Week 4, the Project Lesson Plan (5% of course grade) is due by the end of Week 6, the Project Evaluation Plan (10% of course grade) is due by the end of Week 8, the Project Presentation (15% of course grade) is due by the end of Week 10, and the Final Report (20% of course grade) is due by the end of Week 11. **The HRD Training Program Project represents 60% of the total course grade.**

**c. Final Exam:** Beginning with Week 10, students will have access to the Final Exam (due by the end of Week 11). The purpose of this assessment is to determine the students’ application proficiency and understanding of Career Development and Management. The exam will consist of several essay questions. In as such, answers should be completed as full sentences with proper spelling and grammar. The exam is timed (4 hours) but will not auto-submit. Penalties for exceeding the time limit will be evaluated on a case-by-case analysis. You will not be able to leave the exam (close the browser) and return. **Final Exam contributes 10% toward your final grade.**

**Means for Assessing Outcome Competencies**:

Procedures Used to Compute Final Course Grade:

|  |  |
| --- | --- |
| **Evaluated Area** | **Percentage** |
| 1. Discussion Board Posts and Peer Feedback | **30%** |
| 2. Term Project: HRD Training Program | **60%** |
| * HRD Project Implementation Plan 15% |
| * HRD Project Lesson Plan 5% |
| * HRD Project Evaluation Plan 10% |
| * HRD Project Presentation 10% |
| * HRD Project Final Report 20% |
| 3. Final Exam | **10%** |

Grading Criteria:Letter grades from "A" to "F" will be issued to student based on individual work. The grading criteria are listed below:

|  |  |  |
| --- | --- | --- |
| **Grade** | **Points** | **Percentage** |
| **A** | 100.0 to 89.5 points | 100% to 90% |
| **B** | 89.4 to 79.5 points | 89% to 80% |
| **C** | 79.4 to 69.5 points | 79% to 70% |
| **D** | 69.4 to 59.5 points | 69% to 60% |
| **F** | 59.4 points or below | 59% and below |

# TENTATIVE SCHEDULE: (Calendar, Topics, Assignments): This course outline serves merely as the anticipated roadmap to be used during this 11-week program. However, due to circumstances and the dynamic nature of this course, there may be some changes in the schedule. Should this happen, you will be advised, and we will discuss as a class.

|  |  |  |
| --- | --- | --- |
| **Week** | **Dates** | **Topic/Activities/Discussions** |
| 1 | 17 Aug 2020  to  23 Aug 2020 | **Introduction to Human Resource Development / Influences on Employee Behavior**  Read Werner & DeSimone, Chapter 1 and Chapter 2  Review PPTs in Week 1 Content folder  Discussion Board: Student Introductions  Participate in Graded Discussions 1.1 and 1.2 |
| 2 | 24 Aug 2020  to  30 Aug 2020 | **Learning and Assessing HRD Needs**  Read Werner & DeSimone, Chapter 3 and Chapter 4  Review PPTs in Week 2 Content folder  Discussion Board: Submit HRD Training Topic  Participate in Graded Discussion 2.1 and 2.2 |
| 3 | 31 Aug 2020  to  6 Sep 2020 | **Designing and Implementing Effective HRD Programs**  Read Werner & DeSimone, Chapter 5 and Chapter 6  Review PPTs in Week 3 Content folder  Participate in Graded Discussions 3.1 and 3.2 |
| 4 | 7 Sep 2020  to  13 Sep 2020 | **Evaluating HRD Programs and Onboarding**  Read Werner & DeSimone, Chapter 7 and Chapter 8  Review PPTs in Week 4 Content folder  Participate in Graded Discussion 4.1 and 4.2  Submit HRD Project Implementation Plan |
| 5 | 14 Sep 2020  to  20 Sep 2020 | **Skills and Technical Training / Coaching**  Read Werner & DeSimone, Chapter 9 and Chapter 10  Review PPTs in Week 5 Content folder  Participate in Graded Discussions 5.1 and 5.2  Submit HRD Project Lesson Plan |
| 6 | 21 Sep 2020  to  27 Sep 2020 | **Employee Counseling / Career Management**  Read Werner & DeSimone, Chapter 11 and Chapter 12  Review PPTs in Week 6 Content folder  Participate in Graded Discussion 6.1 and 6.2  Submit HRD Project Evaluation Plan |
| 7 | 28 Sep 2020  to  4 Oct 2020 | **Management and Organization Development / Diversity**  Read Werner & DeSimone, Chapter 13, Chapter 14, and Chapter 15  Review PPTs in Week 7 Content folder  Participate in Graded Discussions 7.1, 7.2, and 7.3  Submit HRD Training Project Presentation |
| 8 | 5 Oct 2020  to  11 Oct 2020 | **HRD Training Project / Final Exam**  Review PPTs in Week 8 Content folder  Submit HRD Training Project Final Report  Complete Final Exam via BlackBoard |

**Note:** Changes in the Syllabus: Although this course is expected to follow the syllabus as written, the instructor reserves the right to adjust the syllabus. The instructor will inform the students of all major changes in a reasonable and timely manner.

# 18. ADDITIONAL INFORMATION:

**Student Responsibilities**: Students are responsible for reading, understanding, and obeying all academic policies appearing in the Wayland Baptist University *Academic Catalog* applicable to their curriculum and/or program of study.

**Division of Business Goals**: The division of business is committed to producing graduates who have the knowledge and skills to excel in business and its various sub disciplines. We are also committed to instruction in business disciplines invested with the values of Christianity.

**Assignment Submission**: All assignments will have due dates and late penalties. Failure to submit assignments on time will result in a 10% grade reduction per 24-hour period following the due date. No assignments will be accepted more than 7 days late without prior coordination.

**Information /Notification**: Any directives concerning class will be sent to your Wayland email account. It is imperative that you check the course blackboard information throughout the semester.

**Additional Course Requirements**: Any directives concerning class will be sent to your Wayland email account. It is imperative that you check the course blackboard information and your Wayland email throughout the semester.

**Classroom Courtesy:** Exhibit courtesy to everyone in your class by posting initial discussion responses in a timely manner and substantively interacting with one another. Keep discussion content in line with the course instructions and expectations.

**Format of Course Deliverables:** All course assignments must be submitted no later than the assignment due date. Written assignments must be constructed in Times New Roman, 12 pt. font, double spaced, and submitted following APA (7th Edition) guidelines using Microsoft Word.