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Virtual Campus

School of Business

# 2. 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.

# 3. COURSE NUMBER & NAME:

MGMT 6319-VC01, Theories of Training and Evaluation of Employees

# **4. TERM**:

Fall, 2019

# **5. INSTRUCTOR**:

Dr. Jan Jones

# **6. CONTACT INFORMATION**:

Office phone: 270-227-9445

WBU Email: jonesj@wbu.edu

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

 Monday – Friday: 10:00 a.m. – 4:00 p.m. Central

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

Online

# **9. CATALOG DESCRIPTION**:

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

# 10. PREREQUISITE:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Employee Training and Development | Noe | 7th | 2017 | McGraw-Hill | 9780-07811-2850 | 4/10/18 |
| Performance Management | Aguinis | 3rd | 2013 | Pearson | 9780-13255-6385 | 4/10/18 |

**NOTE:** VitalSource etextbook

**For student access:**

1. Every Course in Blackboard has a link to eTextbook [Vital Source] embedded in the course menu, with basic instructions.
2. Printed copies will NOT be available through our bookstore.  Students can purchase via Amazon or similar vendor if desired, but the cost is usually substantially more expensive.
3. Students will “register” to access their library.
4. They will be able to read and interact with their textbook from that location.

# 12. OPTIONAL MATERIALS

# **13. COURSE OUTCOMES AND 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

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **15. 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.

# **16. 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.

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

**Course Requirements:**

* Discussion Board / 8 @ 50 points each = 400 points
* Research Paper = 200 points
* Case Studies / 8 @ 50 points each = 400 points

**Grading Criteria**

Grading Scale:

100-90% = A

89-80% = B

79-70% = C

69-60% = D

Below 60 = F

**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.***

**17.1 Include Grade Appeal Statement:** “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.”

# 18. TENTATIVE SCHEDULE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WK.** | **Start Date** | **Calendar/Topics** | **Reading** | **Assignment** |
| 1 | Aug 19 | The context for Training and Development-------------------------------------------Performance Management – Strategic and General Consideration | Textbook: Noe, Ch. 1---------------------------------Textbook: Aguinis. Ch. 1, 2 | Case Review 1Discussion 1 |
| 2 | Aug 26 | The context for Training and Development-------------------------------------------Performance Management – Strategicand General Consideration | Textbook: Noe, Ch. 2---------------------------------Textbook: Aguinis. Ch 3 | Case Review 2Discussion 2 |
| 3 | Sept 2 | Designing TrainingSystems Implementation | Textbook: Noe, Ch. 3Textbook: Aguinis, Ch 4, 5 | Case Review 3Discussion 3Research Paper Milestone 1: Title and description |
| 4 | Sept 9 | Designing Training----------------------------------------------Systems Implementation | Textbook: Noe, Ch. 4, 5---------------------------------Textbook: Aguinis, Ch 6 | Case Review 4Discussion 4 |
| 5 | Sept 16 | Designing Training----------------------------------------------Systems Implementation | Textbook: Noe. Ch. 6---------------------------------Textbook: Aguinis, Ch 7 | Case Review 5Discussion 5 |
| 6 | Sept 23 | Training and Development Methods-----------------------------------------------Employee Development | Textbook: Noe, Ch. 7, 8---------------------------------Textbook: Aguinis, Ch 8 | Case Review 6Discussion 6 |
| 7 | Sept 30 | Training and Development Methods-----------------------------------------------Employee Development | Textbook: Noe, Ch. 9---------------------------------Textbook: Aguinis, Ch. 9 | Case Review 7Discussion 7 |
| 8 | Oct 7 | Social Responsibility and the Future-----------------------------------------------Reward Systems, Legal Issues, andTeam Performance Management | Textbook: Noe, Ch. 10---------------------------------Textbook: Aguinis, Ch. 10,11 | Case Review 8Discussion 8 |
| 9 | Oct 14 | Submit Final Research Paper |
| 10 | Oct 21 | Applied Research Project Assignment |
| 11 | Oct 28 | Applied Research Project Assignment |
| FINAL DAY OF THE COURSE November 2, 2019 |