



University Mission: 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.

Course Number and Title: EDUC 5389 Effective Training

Instructor: Dr. Amy Barrios
amy.barrios@wayland.wbu.edu
Phone: C: 915-253-0575
Also available via Skype (amymw30)

Prerequisites: This is an online course heavily relying on instructional strategies and concepts. Students will create, deliver and evaluate training in a meaningful way.

Course Description: This course requires advanced skill building in the design and delivery of effective training.

Class Time: *Online course*
Fall II 2020
October 19th-December 19th

Resources: Clark, 2014. Evidence-Based Training Methods: A Guide for Training Professionals, 2nd ed., ASTD Press, ISBN-13: 978-1562869748

Competency Outcomes:

1. Understand the students' need and expected outcome of the instruction
2. Plan training and ongoing assessment that motivates students
3. Designing effective and coherent training and assessment based appropriate learning goals and objectives.
4. Determine how best to evaluate training effectiveness

Course Requirements:

Each student will create and showcase a training scenario that will include the following:

1. Needs Assessment
2. Creation of training curriculum and materials
3. Delivery of training
4. Evaluation of Training

University Grading System:

A	90-100	Cr	For Credit*
B	80-89	NCR	No Credit
C	70-79	I	Incomplete**
D	60-69	W	Withdrawal
F	below 60	X	No grade given
		IP	In Progress

* A grade of CR indicates that credit in semester hours was granted but no grade or grade points were recorded.

**A grade of incomplete is changed if the deficiency is made up by the end of the next regular semester; otherwise, it becomes F. This grade is given only if circumstances beyond the student's control prevented completion of work during the semester enrolled and attendance requirements have been met.

Attendance Policy:

Because this is an online course, absences are not recorded. However, course participation is expected and students must designate time each week to complete required readings, discussions, and tasks. **Late work is not accepted.**

Plagiarism Policy:

Intellectual integrity and truthfulness are fundamental to scholarship. Plagiarism is a form of cheating. Plagiarism occurs when a student fails to give proper credit when information is either quoted or paraphrased or when a student takes credit for another person's work. Plagiarism may result in an "F" in the course or expulsion from the class or the University.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, *the source of that information must be acknowledged through complete, accurate, and specific references*, and, if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. *A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.* Examples include:

1. Quoting another person's actual words.
2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.
3. Drawing upon facts, statistics, or other illustrative materials — unless the information is common knowledge.
4. Submitting a paper purchased from a term paper service as one's own work.
5. Failing to accurately document information or wording obtained on the World Wide Web.
6. Submitting anyone else's paper as one's own work.
7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
8. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.”

Source: <http://www.spcollege.edu/academichonesty/>

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. **Any student who, because of a disabling condition, may require some special arrangement in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.**

Course Outline: Details for all assignments, including specific dates, will be found in Blackboard.**

Week	Assignment
1-3	Effective Training and Design Needs Assessment
4-6	Creation of Training Curriculum and Materials
7-9	Delivery of Training
10	Presentation
11	Evaluation and Reflection

Skype Download Instructions

I am available on Skype during many of my office hours. If you need to chat, this is an alternate option to an email or phone call. To download Skype (free), follow the directions below:

1. Go to <http://www.skype.com>
2. Click on Download Skype Now.
3. A message should come up that says "You are now downloading Skype."
4. Click "Run" when the pop up download box appears.
5. If you receive a message that says "A program needs your permission to continue," click Continue.
6. Choose your language, then click "I agree- install," on the box that appears.
7. Click "Continue installing Skype."
8. You should receive a message that says "Thank you for installing Skype." Click Finish.
9. Close your browser box.
10. In the box that appears, create your Skype account information. Accept the Terms, hit next, then complete the rest of your account information. Click Sign In.
11. Close the Welcome screen.

To add me as a contact:

1. Once you have logged in, click on +New in the left corner. Click on New Contact.
2. You can search by my name (Amy Williamson) or my username (**amymw30**). Once I have been added as a contact, you can see when I am online and available to chat with you.

Please note: These directions are for a PC, but the process is very similar for a Mac.