# Wayland Logo

WBUonline

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. SESSION**:

Fall 2, 2021 (October 11 – December 11, 2021)

# **5. INSTRUCTOR**:

Thomas (Tommy) Taylor, PhD

# **6. CONTACT INFORMATION**:

# WBU Email: thomas.taylor@wayland.wbu.edu

# Cell phone: 270-994-0347 Include your name on any text messages sent.

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

# Email or text for an appointment.

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

This course is set up to accommodate the Hybrid model for Hawaii students. Students are expected to “participate” each week with assignment submissions and discussion board responses. In addition, the class meeting for Week 1 will be held via Zoom with Hawaii students participating on-site at the designated Hawaii campus location.

9. CATALOG DESCRIPTION:

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

# 10. PREREQUISITE: Good standing with the Doctoral program.

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

* Textbook: No textbook assigned to this class. We will learn through research and collaboration.
* Resource: Microsoft Office 365 (free download available with your WBU Email) with access to audio-enabled PC or tablet for creating an audio PowerPoint.
* Resource: Publication Manual of the American Psychological Association, Seventh Edition (2020). Purchase from your favorite retail for books if you haven’t already.

# 12. 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

# **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:

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. 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. 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.

# **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**:

**Requirements:**

**Grading Topic Points (Total 100%)**

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

**Grading Scale**:

* 1. A W Withdrawal
  2. B WP Withdrawal Passing
  3. C WF Withdrawal Failing
  4. D I Incomplete

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.
* All assignments are due on **Sunday evenings at midnight CST** (with the exception of the Week 8 assignment-see assignment table below).

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 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

**NOTE: Weeks are from Monday morning thru Sunday evening at midnight CST.**

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| **Week & Session** | **Activities** | **Assignments** |
| Week 1 | Adult Learning Theories in the Context of Workplace Training | Discussion Board (DB)  Attend Zoom Class Meeting as described in the Course Material. |
| Week 2 | Employee Training and Development Theories and Strategies | DB |
| 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  *Exploration Paper Draft Due* |
| Week 7 | Applying Performance Information to Affect Behaviors | DB  *Exploration Paper Final Version Due* |
| Week 8 | Implementing a Performance Management System **NOTE: Week 8 ends on Dec. 11th** | DB  *Exploration Paper Peer Review Activities* |

# 19. 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, CST. 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.