



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: Spring II (March 14 – May 7, 2022)

5. INSTRUCTOR:

Jenny E. Dutton, PhD

6. CONTACT INFORMATION:

WBU Email: duttonj@wbu.edu or jenny.dutton@wayland.wbu.edu

Cell phone: (808) 383-0512 Include your name on any text messages you send.

7. OFFICE HOURS, BUILDING & LOCATION:

Email or text for an appointment.

8. COURSE MEETING TIME & LOCATION:

This is an online course. A Zoom meeting is typically scheduled during Week 1. See Blackboard for more information.

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
- Develop strategies for employee development with a global and cultural perspective
- Integrate course concepts relative to the Christian Worldview

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%
- Exploration paper (1) 40%
- Peer Review (1) 10%

Grading Scale:

100-90	A	W	Withdrawal
89-80	B	WP	Withdrawal Passing
79-70	C	WF	Withdrawal Failing
69-60	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.

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

Week & Session	Activities	Assignments
Week 1	Adult Learning Theories and in the Context of Workplace Training	Discussion Board (DB) <i>Zoom Meeting</i>
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	Performance Management Process and Systems	DB
Week 5	Defining and Measuring Performance	DB
Week 6	Applying Performance Information to Affect Behaviors	DB <i>Exploration Paper Draft Due in safeAssign</i>
Week 7	Global perspectives on Performance Management System Implementation	DB <i>Exploration Paper Final Version Due</i>
Week 8		DB <i>Exploration Paper Peer Review Activities</i>

19. ADDITIONAL INFORMATION

Live Virtual Meeting: Scheduled in the first week so we can meet each other, review course expectations, and have any questions answered. See Blackboard for more 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, complete an 8 to 10-page paper exploring global and Biblical perspectives on Performance Management System Implementation. What are the implications of designing a system with domestic and international operations? Compare and contrast providing feedback/assessments, employee development, and setting goals with cultural influences are a few ideas. Use a minimum of eight (8) research-based peer-reviewed resources and follow APA 7th Edition guidelines. Manage your time! 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 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 and provide feedback. Post your paper by Sunday, Midnight, at the end of Week 7. More information located in Blackboard.