

Wayland 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.

Contact Information

Course: MGMT 6319 VC01 – Theories of Training and Evaluation of Employees

Campus: WBUonline

Term/Session: Spring II 2023 Mar 27 – May 20

Instructor: Jenny E. Dutton, PhD

Office Phone Number/Cell #: (808) 383-0512

WBU Email Address: duttonj@wbu.edu

Office Hours, Building, and Location: Email or text for an appointment. Office hours are typically Monday – Friday, 9:00AM – 4:00PM CST.

Class Meeting Time and Location: Online, Blackboard

Textbook Information

Required Textbook(s) and/or Required Materials:

No Textbook

Optional Materials:

- APA 7th Ed. Manual
- [Grammarly.com](https://www.grammarly.com)©
- [Recite](https://www.recite.com)© Reference Checker (Free version available)

Course Information

Catalog Description:

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

Prerequisite: In good standing with the DMGT program

Course Outcome 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

Attendance Requirements

WBUonline

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 2 or more weeks of an 8-week session, 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 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. 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.

University Policies

Statement on Plagiarism and 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.

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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Rick Hammer, hammerr@wbu.edu or call 1-866-547-9192 for 24/7 Blackboard Support.

Student Grade Appeals: 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 to the 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.

Course Requirements and Grading Criteria

Requirements:

Grading Topic Points (Total 100%)

- Discussion Board and devotionals 60%
- Exploration paper/Peer Review: 35%
- Assignments (SWOT, draft paper) 5%

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.***

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The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the

last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Tentative Schedule

Week & Session	Activities	Assignments
Week 1	Adult Learning Theories and in the Context of Workplace Training	<ul style="list-style-type: none"> • Discussion Board (DB)
Week 2	Employee Training and Development Theories and Strategies	<ul style="list-style-type: none"> • DB • Devotional • Assignment: Paper Topic
Week 3	Designing Training and Needs Assessment	<ul style="list-style-type: none"> • DB • Assignment: SWOT
Week 4	Performance Management Process and Systems	<ul style="list-style-type: none"> • DB • Devotional
Week 5	Defining and Measuring Performance	<ul style="list-style-type: none"> • DB
Week 6	Applying Performance Information to Affect Behaviors	<ul style="list-style-type: none"> • DB • <i>Assignment: Paper Draft SafeAssign</i>
Week 7	Global perspectives on Performance Management System Implementation	<ul style="list-style-type: none"> • DB • <i>Submit Final Paper in Week 8 Peer Review Link</i>
Week 8	Peer Review Activities	<ul style="list-style-type: none"> • Exploration Paper Peer Review Activities in DB

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**, and responses to colleagues by **Sunday**. 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.

Devotionals (DB): Devotionals are planned for Weeks 2 and 4. The initial response is due on **Wednesday**, with one reply due by **Sunday**.

Exploration Paper: Throughout this session, complete an 8 to 10-page paper on implementing performance management systems in global organizations/perspectives. Thinking of your own or another organization you are familiar with, what are the implications of designing a system with both domestic and international operations?

Compare and contrast the following with peer-reviewed articles as your sources:

- 1) providing feedback/assessments to employees
- 2) employee development
- 3) setting goals with cultural and geographical influences.

Use a minimum of eight (10) research-based peer-reviewed resources and follow APA 7th Edition guidelines. Manage your time! A draft of your paper is due by Sunday of Week 6 for professor feedback and safeAssign/plagiarism check. The final paper is submitted by Sunday of Week 7 and an integral part of Week 8 discussion board peer-review activities.