

**ORGANIZATIONAL LEARNING, DEVELOPMENT AND TRAINING**

**COMM 435**

**Fall 2016**

**INSTRUCTOR:** Judy Mason  
**E-MAIL:** [judy@transtrata.net](mailto:judy@transtrata.net)  
**CLASS TIME:** Wednesday Evenings 6:00 – 8:50 p.m.  
**CLASS LOCATION:** T&L 10-4520  
**WEBSITE:** Information regarding the School of Business at UNBC can be found at:  
<http://www.unbc.ca/business>

**INSTRUCTOR INFORMATION**

**EMAIL:** [judy@transtrata.net](mailto:judy@transtrata.net) **PHONE:** 250-563-4881 or 250-552-9091

**OFFICE HOURS:**  
Wednesday 3-5:30PM or  
by appointment

Note: please email me at the above address.

**COURSE DESCRIPTION**

Students acquire the knowledge and skills to design training and development programs that will enable employees to fulfill their potential and contribute to the goals of an organization. Specifically, students learn to design, implement, and evaluate training and development programs from legal, ethical, cultural, and strategic perspectives.

**COURSE OBJECTIVES**

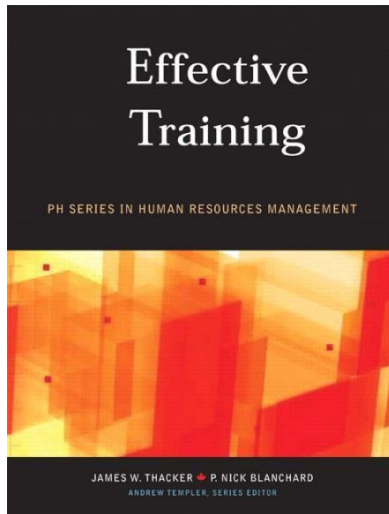
My objective is to provide you with practical knowledge that can be applied in your career and that will facilitate learning. The course views the management of people as the joint responsibility of executives, line and HRM managers. This course will be highly interactive and will be focused around text book theory and enhanced by interactive discussions, student presentations, role play, panels, guest lecturers and hands on activities designed to promote critical thinking and to provide students with a baseline of resources that can be applied in the workplace. My goal is that you will contribute your experiences and critical thinking, and that you will think outside the box when exploring training and development.

The objectives of this course are to (1) introduce you to the major concepts and models pertaining to designing training and development programs (2) to provide you with practical applications in the area of training and development that are transferable in work environments (3) to learn from each other through sharing experiences.

**REQUIRED TEXT(S)**

Course Outline Fall 2016

**Effective Training Canadian Edition**  
Nick P. Blanchard and James Thacker



<b>COURSE ASSIGNMENTS, EXAMS AND GRADE WEIGHTING</b>		
<b>Course Assignment Description</b>	<b>Due Date</b>	<b>Grade Weight</b>
Individual Assignment		20%
Midterm		20%
Group Assignments and Presentations		25%
Attendance and class participation encompassing: In-class Team Panels, Role Plays, Think Tanks and Guest Presenters.		5%
In-Class Sandbox Exercises and Team Instructional Delivery		10%
Final Exam		20%

**Note:**

- Class participation marks are primarily based on in-class group activities and attendance
- The in-class sandbox exercises and team instructional delivery have been incorporated into class design and requires attendance. These activities will provide a rich foundation for assignments and critical thinking questions on exams. Only those in attendance will receive marks for such activities
- Assignments have been developed in individual and group formats
- The mid-term exam will cover Chapter 1-5
- The final exam will be based on the complete text content

<b>COURSE SCHEDULE</b>	<b>DATE</b>
Introduction & Chapter 1 – Training in Organizations	September 7, 2016
Chapter 2 – Learning, Motivation and Performance	September 14, 2016
Chapter 3 – Needs Analysis	September 21, 2016
Chapter 4 – Training Design (DR. Steven Cronshaw will be instructing this class)	September 28, 2016
Chapter 5 – Traditional Training Methods	October 5, 2016
<b>Mid-Term Exam</b>	October 12, 2016
Chapter 6 – Computer-Based Training Individual Projects due at the beginning of class Group Projects Assigned	October 19, 2016
Chapter 7 – Development and Implementation of Training	October 26, 2016
Chapter 8 – Evaluation of Training	November 2, 2016
Chapter 9 – Training in Canadian Organizations	November 9, 2016
Chapter 10 – Management Development	November 16, 2016
Group Presentations (a portion of the mark from peer team evaluations)	November 23, 2016
Group Presentations (a portion of the mark from peer team evaluations) Management Training Sandbox Exercise Final Exam Review	November 30, 2016
Final Exam	TBD

### **Midterm and Final Exam:**

Exams will be closed book and you will not be allowed to bring any course materials into the exam with you.

### **Individual Assignment:**

Information about the assignment will be handed out in class on September 14, 2016. Details of the assignments and requirements will be given at this time. This assignment is due at the beginning of the class on October 19, 2016 and is worth 20% of your final grade. The same requirements as Exams applies for assignments and exceptions will only be granted as outlined for exams.

### **Group Project and Presentations:**

Group projects will be assigned on October 19, 2016 along with details and requirements. You may select your own groups. The size of the group will be determined based on class size but will range from 2-4 individuals per group. Groups will present on November 23<sup>rd</sup> and 30<sup>th</sup> 2016. The order will be randomly selected. It is imperative that all group members are present and participate in their presentation. The written projects are due at the beginning of the class on November 23, 2016, and are worth 25% of your final grade. Peer evaluation will represent 5% of the mark. The same requirements as Exams applies for assignments and exceptions will only be granted as outlined for exams.

### **Classroom Expectations:**

Attendance – Each student will be allowed to miss One personal day that will not count against them for attendance purposes. Students missing class for any reason (e.g. illness, athletic preparation, interviews, etc.) after exhaustion of this personal day, will have attendance points reduced. There will be a sign-in sheet for each class.

Preparation – Assigned readings are essential to comprehension of the class content and must be done prior to the class. You may be called upon to start or to contribute to a class on any day. If for some reason you have been unable to prepare adequately, please let me know before class. This will help you avoid embarrassment.

Participation – You are expected to participate in class. This provides you with an opportunity to develop skills in presenting your point of view, in listening to the views of others, and in helping others learn and therefore learn from them.

## PAPER FORMAT

- Adherence to all academic standards and forms is expected. Of particular note are the use of the third person in all assignments; the proper citation of sources; inclusion of bibliographies; and the use of proper spelling and grammar.
- All submissions are to use 12-point font, double-spaced.
- Page numbers are required – their use greatly assists in quickly determining missing pages.

## CONDUCT IN EXAMINATIONS

Students must present appropriate identification upon entering the examination room. Appropriate identification is defined as a UNBC student card and/or some other form of photo identification acceptable to the proctor. The following regulations apply to the conduct of examinations:

- a. Books, papers, or other materials or devices must not be in the possession of the student during an exam except by the express permission of the examiner. Specifically, without such permission no laptop computers, mobile phone sets, handheld electronic devices or the like may be in possession of the student in the examination room (see Regulation 43 (b)). All items listed above must be deposited at the front of the room prior to students selecting seats.
- b. No candidate is permitted to enter the examination room more than 30 minutes after the beginning of the examination, or permitted to leave within 30 minutes after the examination has started.
- c. Candidates must not communicate in any way with other candidates in the examination room.
- d. Candidates must not leave their seats, except when granted permission by the proctor.
- e. Candidates must turn in all materials, including rough work, upon leaving the examination room.
- f. Food and beverages other than water are not permitted in the examination room.

## MISSING A MIDTERM OR EXAM

Advance notice must be given when a student is unable to appear for an examination. Only duly authenticated bereavement, illness and legitimate reasons are admissible justifications for absence from a scheduled examination (eg. Writing an LSAT or CGA exam and there is a time conflict).

Exams will not be rescheduled and will result in an automatic fail unless Undergraduate Regulations and Policies supersede. In addition to the above, it is your responsibility to refer to the Academic Calendar regarding details on UNBC expectations. Please refer to Section 39 of the Undergraduate Academic Calendar.

**Do not schedule travel during the midterm or exam period!**

## IF YOU HAVE MISSED A FINAL EXAMINATION

Satisfactory explanation, with supporting documentation as appropriate, for any final examination missed must be made by the student or designate to the Office of the Registrar within 48 hours from the time the examination was written.

Within 48 hours of receiving a submission, the Registrar or designate may direct the Program under which the course is offered to arrange the writing of a special examination in the case of an examination which was missed.

Normally, for explanations of sickness, a doctor's certification is required.

## GRADING SYSTEM: GRADING SYSTEM (SEE ACADEMIC CALENDAR)

Grading System see website

[www.unbc.ca/calendar/undergraduate/general/regulations.html](http://www.unbc.ca/calendar/undergraduate/general/regulations.html)

<u>Excellent</u>	A+	=	90-100
	A	=	85-89.9
	A-	=	80-84.9
<u>Good</u>	B+	=	77-79.9
	B	=	73-76.9
	B-	=	70-72.9
<u>Satisfactory</u>	C+	=	67-69.9
	C	=	63-66.9
<u>Marginal</u>	C-	=	60-62.9
	D+	=	57-59.9
	D	=	53-56.9
	D-	=	50-52.9
<u>Failure:</u>	F	=	0-49.9

## PLAGIARISM AND ACADEMIC MISCONDUCT

It is the student's responsibility to be aware of UNBC's Academic regulations, policies and procedures as described in the University calendar.

A definition of academic misconduct includes:

Cheating (using unauthorized material, information, or study aids in academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement, assisting others in any act, submission of the same work for grades in two courses without permission of the instructor or attempts to engage in such acts.

The regulations on plagiarism apply to all material submitted for a grade: essays, exams, assignments, cases, presentations, quizzes, and practice sets. Any case of suspected academic misconduct will be reported to the campus registrar. If the student is found guilty of academic misconduct there are both grade penalties and disciplinary penalties. Before there is any intention (on your part) or suspicion (on the part of your instructor or your peers) of wrongdoing, please see the instructor to discuss any problems of this nature. If your paper closely resembles a paper from this class or any other class (either written by you or another student, in this semester or any other), this will be considered an infraction of the academic misconduct code.

- Cheating includes, but is not limited to, a student or group of students using or attempting to use unauthorized aids, electronic devices, assistance, materials, or methods in tests, assignments, projects, presentations, labs, examinations or any other evaluation method used.
- Plagiarism is the presentation of someone else's work, words or ideas as if they were one's own. Plagiarism can take the following forms.
- Deliberate Plagiarism is where an idea, phrase, sentence or longer passage is submitted as one's own work; where one hands in someone else's partial or entire paper, whether bought, stolen or acquired on the Internet, as one's own; or where ideas are summarized or paraphrased without acknowledgement in text citations, footnotes/endnotes or by other accepted academic practices. This includes all sources of thought and writing obtained from all sources including electronic.
- Accidental Plagiarism is where, through carelessness, quotation marks are not placed around another writer's words or where a source reference has been omitted when summarizing another's idea.

Human Resource Professionals abide by a strong code of conduct therefore plagiarism offense in COMM 435 will result in severe ramifications.

## **PERSONAL MISCONDUCT**

*Personal Misconduct* includes, but not limited to: damage to property, assault on individuals and threatening or dangerous behavior; misrepresentation; disruptive behavior; verbal or non-verbal harassment; offences covered by the Criminal Code of Canada shall also be dealt with through the courts of law.

## **RESPECT**

Please demonstrate respect to your fellow students who express their thoughts and explore new ideas in the course.

## **ETHICAL STANDARDS**

The following behaviors are considered unethical:

1. Telling the instructor that you "need" a certain grade
2. Asking for extra assignments for the purpose of raising a grade
3. Asking that the grade be raised because it is very close to the next higher grade
4. Asking that the grade be raised because you did very well on one part of the course or grading scheme
5. Asking for a higher grade because you don't like the grading scheme
6. Asking to be allowed to turn in an assignment late - even a few minutes late - because of computer or printer problems or any other reason
7. Asking to be treated better than other students by making an exception to the rules
8. Asking for any other unfair advantage in grading.

## **ACCESS RESOURCE CENTRE**

If there are students in this course who, because of a disability, may have a need for special academic accommodations, please feel free to meet with the instructor to review your specific needs or contact the Access Resources Centre located in the Teaching and Learning Centre, Main Floor West Block Room 10-1048 Tel 250-960-5682 or via email [arc@unbc.ca](mailto:arc@unbc.ca) For more information, please visit their website [www.unbc.ca/arc](http://www.unbc.ca/arc)

## **ACADEMIC ADVISING**

For academic advising please contact the Recruitment and Advising Centre Room 7-714, by email: [advising@unbc.ca](mailto:advising@unbc.ca) or via phone at 250-960-6494.



## **ACCESS SUCCESS CENTRE**

For tutoring online or in person; download handouts on writing, math, and referencing; receive study assistance; and much more, please see the Learning Skills Centre. Their website is [www.unbc.ca/asc](http://www.unbc.ca/asc)

The Learning Skills Centre is committed to supporting and enhancing student learning and to providing the skills students will need to become life-long learners. Through collaborative partnerships, we offer services and resources that empower students to take responsibility for their own learning. Our students' success is our ultimate measure of accomplishment.

This site provides you with access to:

- Free online tutoring
- Downloadable handouts for writing, study skills, math, and presentation skills
- Access to self-assessment sites for learning styles, grammar, math, etc.
- Information about face-to-face tutoring and how to book an appointment
- Special programs and workshops offered through the Centre

For more information, please contact the Academic Success Centre located in the Teaching and Learning Building, Room 10-2584 or via Tel 250-960-6367 Fax 250-960-5425 or via email [asc@unbc.ca](mailto:asc@unbc.ca). Their website is [www.unbc.ca/asc](http://www.unbc.ca/asc)