Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should <u>not</u> be used to purchase course materials.

COURSE SYLLABUS

PSYC 642
HUMAN RESOURCE TRAINING AND DEVELOPMENT

COURSE DESCRIPTION

Evaluation of techniques for training and motivating personnel. Focus on design, implementation, and evaluation of training, continuing education, and staff development programs, looking to organizational improvement.

RATIONALE

The purpose of this course is to equip the student with knowledge in the field of employee training and development. This course will assist the student in exploring current theories, practices, and trends relating to training and development. The student will begin to apply what he/she has learned in a practical manner, thus preparing him/her to be an effective leader in his/her chosen career field.

I.   PREREQUISITE

For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II.   REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING

A.   Computer with basic audio/video output equipment

B.   Internet access (broadband recommended)

C.   Microsoft Word and PowerPoint

IV.   MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

A.   Assess methods to identify organizational training and development needs.

B.   Analyze organizational theories that influence personnel development.

C.   Discuss training and development program design, implementation, and evaluation.

D.   Examine methods to evaluate and maximize trainee learning.

E.   Apply biblical principles pertaining to staff development, employee motivation, and leadership training.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A.   Textbook readings and lecture presentations

B.   Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C.   Discussion Board Forums (3)

Discussion boards are collaborative learning experiences. Therefore, the student is required to provide a thread in response to the provided prompt for each forum. Each thread must be at least 300 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates' threads. Each reply must be at least 150 words. Each thread and reply must be supported with the textbook, at least 1 additional scholarly source, and Scripture in current APA format.

D.   Case Analysis

The student will respond to the questions presented at the end of a case reading from the course textbook and write an analysis of at least 1 page. The student must also address what biblical principles could potentially be considered in the scenario. Responses must be supported with at least 1 scholarly journal article, the textbook, and Scripture in current APA format. The Case Analysis also must include a cover page and reference page.

E.   Memo

The student will evaluate performance gaps in a given scenario and write a memo of no less than 250 words discussing the areas that need to be addressed through training.

F.   Essay

The student will write a 2–4-page research-based Essay in current APA format. The Essay must reference at least 1 scholarly journal article, the textbook, and Scripture. It must also include a cover page and reference page. The student must include the competency model that was developed as an appendix in the paper.

G.   Learning Strategy Project

The student will consult with a friend, coworker, or fellow student to identify a target behavior that the person does not currently have but would like to have. The student will write a 2–4-page paper in current APA format, reporting on and evaluating the results. The paper must include a minimum of 1 scholarly journal article, the textbook, and Scripture. It must also have a cover page and reference page.

H. PowerPoint Presentation

Utilizing PowerPoint's Notes feature, the student will prepare a 12–15-slide presentation that might be made to a company as a training consultant, describing 2 traditional and 2 technology-based training methods to a hypothetical client. A minimum of 3 sources must be used in preparation for the presentation and cited using current APA format.

I. Personal Development Plan

The student will complete a substantive Personal Development Plan from the worksheet provided in the text.

J. Article Review

The student will summarize 4 scholarly journal articles from peer-reviewed journals that have been published within the last 10 years. The review must contain no less than 150 words for each article. Specific topics will be provided for the student to research in order to identify articles of interest. The information must be presented in annotated bibliography format using current APA format.

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Discussion Board Forums (3 at 80 pts ea)	240
Case Analysis	100
Memo	100
Essay	130
Learning Strategy Project	100
PowerPoint Presentation	130
Personal Development Plan	100
Article Review	100
Total	1010

B. Scale

A = 940–1010   A- = 920–939   B+ = 900–919   B = 860–899   B- = 840–859
C+ = 820–839   C = 780–819   C- = 760–779   D+ = 740–759   D = 700–739
D- = 680–699   F = 0–679

C. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

PSYC 642

Textbook: Noe, *Employee Training and Development* (2017).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Noe: ch. 1 2 presentations 2 websites	Course Requirements Checklist Class Introductions DB Forum 1	10 0 80
2	Noe: ch. 2 2 presentations 2 websites	Case Analysis Memo	100 100
3	Noe: ch. 3 2 presentations 1 website	Essay	130
4	Noe: ch. 4 1 presentation 1 website	DB Forum 2 Learning Strategy Project	80 100
5	Noe: chs. 5–6 1 presentation	DB Forum 3	80
6	Noe: chs. 7–8 1 presentation 1 article	PowerPoint Presentation	130
7	Noe: ch. 9 3 presentations 1 website	Personal Development Plan	100
8	Noe: chs. 10–11 1 presentation	Article Review	100
		TOTAL	1010

DB = Discussion Board

NOTE: Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.