

## PSYC 435 - Personnel Training and Development: A Psychological Perspective Spring 2020

**Instructor:** Carol Wong

**Office:** David King Hall 2030

**Office Hours:** Mondays 10:00am - 11:00am or by appointment

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### COURSE OBJECTIVES AND GOALS

This course is a survey of training in organizations. By the end of this course, you will be able to:

- Discuss the psychological principles and applied techniques of growing work-related knowledge, skills, and abilities.
- Apply best practices in training needs analysis, training program design, and training evaluation.
- Determine the best methods for training and employee development, aligned to the needs of the organization and the participants.
- Discuss contemporary issues for organizational trainers to consider.

### COURSE LOGISTICS

This course is completely online. It will require just as much time and effort as a face-to-face course, but in a different format. Even though we don't meet in person, we will still have interaction with each other, and you will engage in group discussions throughout the course. Because the course is entirely online, it is extremely important to become familiar with the online format right away. The first few days will involve getting to know the format of the class and getting to know a bit about each other, before we jump into the material. This time is essential for the class, and does involve graded assignments!

Of note, *I will be available through email or in person throughout the entire semester.* We will also have a Q&A forum in Discussion Board that runs throughout the semester. There will be multiple ways for you to contact me with questions – I will do my best to respond as quickly as possible.

### REQUIRED TEXT

Noe, R. A. (2017). *Employee Training and Development* (7<sup>th</sup> edition). Boston: McGraw-Hill.

### ASSIGNMENT DESCRIPTIONS

- 1) **Applied Assignments:** You will complete 4 applied assignments based on some of the material (e.g. designing a training or evaluation). Assignments turned in after Sunday night at 11:59pm will drop one letter grade – this will occur again each day that they are late.
- 2) **Participation/ Discussion Posts:** You will be put into a group of approximately 5-7 students. You will read your group's introductions and get to know the members in your group. In addition, the chapter discussion posts will be shared with your group members. You are responsible for *one discussion post AND one response on another group member's post.* These class activities have been created to help foster learning not only for yourself, but *between* each of you. Think of the post as being like the discussions you would have if you were in a formal classroom. The posts will vary in length depending on the nature of the question from the chapter. Students are responsible for all of the materials and assignments covered as they are intended to help with comprehension of the material. Each post will be

worth 10 points (5 points for the discuss post and 5 points for commenting on another post). **There is no partial credit given for late discussion posts. Late posts will be counted as missing. If a student misses a discussion post (i.e., if you miss the 11:59 PM deadline) it cannot be made up at a later date. However, you will have the flexibility to miss one post without penalty.** I strongly recommend saving your discussion posts in a word doc before posting on blackboard. Blackboard will log you off if you have been inactive for a while.

- a. I will present prompts for each week in the powerpoint and you can also respond to discussion prompts at the end of the chapter in the textbook.
- b. Please put the prompt in bold at the top of your post so I know what you are responding to. ☺
- c. For your original post, it must answer the prompt in around 250 words or more and contribute new ideas.
- d. For the comment, you should write a similar length post (no fewer than 150 words). Your post should have some substance and not look like “I agree, sometimes I feel the same”. You must still express some form of original thought and add to the discussion.

**3) Exams:** There will be two exams: a midterm and a final exam. These exams will be given using the **Respondus Lockdown browser on Blackboard**. No exam will be dropped. Given the flexibility of an online class, make-up exams will be given only for extreme situations. The final exam will focus mostly on the second half of the semester but will be cumulative.

### PERCENT OF FINAL GRADE

Midterm:	20%
Final Exam:	23%
Applied Assignments (9% for each assignment):	36%
Discussion posts (the lowest of the 8 will be dropped):	21%

## GRADING SCALE

Based on the percentages that you receive on your exams and project deliverables your final letter grade will be calculated using the following scale.

A+ = 97-100%	B+ = 87-89%	C+ = 77-79%	D = 60-69%
A = 93-96%	B = 83-86%	C = 73-76%	F = <60%
A- = 90-92%	B- = 80-82%	C- = 70-72%	

**EXTRA CREDIT:** You may earn 3 percent of extra credit (added to your final grade) by participating in 3 hours of research experiments. You can sign up for the research studies through the SONA system. You must assign the research credit to this course in order to receive credit. Extra credit is equivalent to credits assigned to the study (e.g., a 1 credit study equates to 1 percent of extra credit). For students who prefer not to participate, you can also complete alternative research article review assignments. Please email me by 4/27 for the alternative writing assignment option.

**GRADING DISPUTES:** Grades will be posted on blackboard, and you will be notified when grades are up. Once grades are posted, you will have a week to contact me if you feel that your grade is incorrect. *After that point, there will be no changes to the grades on blackboard.*

**OFFICIAL COMMUNICATIONS VIA MASON EMAIL:** All primary contact in the course will be via email *and* Blackboard; thus, you are *required* to check your Mason email account regularly and to keep your mailbox maintained so that messages will not be rejected for being over quota. Mason uses electronic mail to provide official information to students. Examples include communications from course instructors, notices from the library, and notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their mason email account, and are required to activate that account and check it regularly

**BLACKBOARD:** This is an ONLINE class and you MUST be familiar with blackboard. I will post the syllabus, lectures, assignments, discussion posts, resources, grades, and announcements on Blackboard. You MUST frequently check Blackboard because you will be responsible for the material posted. To use Blackboard you will need to go to <https://mymasonportal.gmu.edu>. Please become familiar and comfortable with using Blackboard since your assignments and exams will be submitted through here.

**HONOR CODE STATEMENT:** Mason is an Honor Code university; please see the Office for Academic Integrity for a full description of the code and the honor committee process. The principle of academic integrity is taken very seriously. When you are responsible for a task, you will perform that task. When you rely on someone else's work in an aspect of the performance of that task, you will give full credit in the proper, accepted form. Another aspect of academic integrity is the free play of ideas. Vigorous discussion and debate are encouraged in this course, with the firm expectation that all aspects of the class will be conducted with civility and respect for differing ideas, perspectives, and traditions. When in doubt (of any kind), please ask for guidance and clarification.

**STUDENTS WITH DISABILITIES:** If you are student with disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 703- 993-2474. All academic accommodations must be arranged through that office.

### **IMPORTANT DATES**

Last Day to Add: 1/28/20

Last Day to Drop with 100% Refund: 2/5/20

Last Day to Drop with 50% Refund: 2/11/20

Undergraduate Selective Withdraw Period: 2/25/20-3/30/20 (Consult your advisor for this option)

### **ADDITIONAL RESOURCES**

Association for Talent Development – [www.td.org](http://www.td.org) (formerly the American Society for Training and Development)

Academy of Human Resource Development – [www.ahrd.org](http://www.ahrd.org)

Society for Human Resource Management – [www.shrm.org](http://www.shrm.org)

Society for Industrial and Organizational Psychology – [www.siop.org](http://www.siop.org)

Academy of Management – [www.aom.org](http://www.aom.org)

International Society for Performance Improvement – [www.ispi.org](http://www.ispi.org)

## COURSE SCHEDULE:

The due dates for your posts are in red (always on Saturdays) and the due dates for your comment on group member posts are in *italics* (always on Sundays). Applied Assignments are due by **11:59 PM** of that day (always on Sundays).

Week	Topic	Submitted Assignments	Due Dates
1 1/21- 1/26	Introduction & Syllabus Review	Discussion Post #1	Due by 11:59pm on Jan 25 / Jan 26
2 1/27- 2/2	<b>Noe Ch 1:</b> Introduction to Training	Discussion Post #2	Due by 11:59pm on Feb 3/ Feb 2
3 2/3- 2/9	<b>Noe Ch 2:</b> Strategic training	<b>Assignment #1</b>	Due by 11:59pm on Feb 9
4 2/10- 2/16	<b>Noe Ch 3:</b> Needs Assessment	<b>Assignment #2</b>	Due by 11:59pm on Feb 16
5 2/17- 2/23	<b>Noe Ch 4:</b> Learning and Transfer of training	Discussion Post #3	Due by 11:59pm on Feb 22/ Feb 23
6 2/24- 3/1	<b>Noe Ch 5:</b> Training Design	Discussion Post #4	Due by 11:59pm on Feb 29/ Mar 1
7 3/2- 3/8	<b>Noe Ch 6:</b> Evaluating Training	Discussion Post #5	Due by 11:59pm on Mar 7/ Mar 8

<b>Week</b>	<b>Topic</b>	<b>Submitted Assignments</b>	<b>Due Dates</b>
8 3/9- 3/15	Spring Break		
9 3/16- 3/22	Midterm (Made available on 3/16, Due by 11:59pm on 3/22)		
10 3/23- 3/29	<b>Noe Ch 7:</b> Traditional Training Methods	Discussion Post #6	Due by 11:59pm on Mar 28/ Mar 29
11 3/30- 4/5	<b>Noe Ch 8:</b> Technology Based Training Methods	<b>Assignment #3</b>	Due by 11:59pm on Apr 5
12 4/6- 4/12	<b>Noe Ch 9:</b> Employee Development and Career Management	Discussion Post #7	Due by 11:59pm on Apr 11/ Apr 12
13 4/13- 4/19	<b>Noe Ch 10:</b> Social Responsibility in Training	<b>Assignment #4</b>	Due by 11:59pm on Apr 19
14 4/20- 4/26	Away for conference – No new materials this week		

Week	Topic	Submitted Assignments	Due Dates
15 4/27- 5/4	<b>Noe Ch 11: The Future of Training and Development Review</b>	Discussion Post #8	Due by 11:59pm on May 3/ May 4
<b>Final Exam</b>			

***\*\*\* Please monitor Blackboard regularly to be informed of any changes made to the course. I reserve the right to make changes to the syllabus.***