**Note: THIS SYLLABUS IS TEN (10) PAGES LONG. PLEASE REVIEW IT IN DETAIL.**

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**CONTACT INFORMATION**

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Office (text/call): 940-268-5920                Office Hours: By Appointment Only (Zoom.us)

**Preferred Communication:** <mark>EMAIL</mark>. Please **identify your name, student ID & the class information** (LTEC 4000-021) when contacting the instructor. You should receive *a response within 24-48 hours.* Please keep these messages professional and courteous. [Hint from PhdComics.]

**COURSE INFORMATION**

There are **NO mandatory online class meetings** for this course for Fall 2015. Optional, online course meetings might occur; however all will be recorded and posted to the course site. All course information and materials will be maintained in UNT Blackboard Learn.

**COURSE MATERIALS**
May obtained from the UNT Bookstore (http://unt.bncollege.com/) or Amazon for:
    **Employee Training and Development, 6th Edition** [**Recommended, NOT REQUIRED**]
    Author: Raymond A. Noe.   ISBN: 9780078029219
    Noes, R. A. (2013). *Employee training and development, 6th edition*. New York, NY:
        McGraw-Hill. {Note: the 5th Edition is available in PDF differs 6th Ed; Table of
        Contents [PDF] from the 6th Edition}

**Presentation Resources from "Employee Training and Development" Textbook**

| | |
| --- | --- |
| Chapter 1: Introduction to Employee T & D | Chapter 7: Traditional Training Methods |
| Chapter 2: Strategic Training | Chapter 8: Technology-Based Training |
| Chapter 3: Needs Assessment | Chapter 9: Employee Development |
| Chapter 4: Learning & Transfer of Training | Chapter 10: Social Responsibility |
| Chapter 5: Program Design | Chapter 11: The Future of T & D |
| Chapter 6: Training Evaluation | |

**LTEC 4000 Course Wiki http://ltec4000.pbworks.com/**

For training and development, there are a number of valuable resources that will be shared during the discussions and as part of your assignments. Part of your grade this semester will be to curate references/resources of value for training and development for our LTEC 4000 Wiki. It is my expectation that you will **provide at least ONE (1) reference or resource each for each textbook topic** in APA 6th Edition format with a 1-2 sentence summary for 10 points each submission.

Professional Learning Organizations' and/or Training & Development resources:

- The Society for Human Resource Management: www.shrm.org
- The Society for Industrial and Organizational Psychology: www.siop.org
- Academy of Human Resource Development: www.ahrd.org
- The Society for Organizational Learning: www.solonline.org
- Association for Talent Development (Formerly ASTD) www.td.org
- International Society for Performance Improvement: www.ispi.org
- Online Learning Consortium (OLC): www.onlinelearningconsortium.org
- Training Magazine: www.trainingmag.com
- Centre for Learning & Performance Technologies http://c4lpt.co.uk/
- Training Industry Associations: www.trainingindustry.com

## COURSE DESCRIPTION

The **LTEC 4000: Principles of Training and Development** course investigates the design, delivery and evaluation of training and development programs. The relationship of modern technology and training theories will also be addressed. Special emphasis is placed:

- The context for training and development
- Designing training
- Training and development methods
- Social responsibility and the future

## COURSE OBJECTIVES

After completing this course, the learner should be able to:

- Demonstrate knowledge of the definition, theories and strategies of training
- Discuss the training profession & roles of training to meet organizational goals
- Understand the design and implementation of a needs analysis
- Apply learning style principles to the design of a training site
- Design training sessions to ensure learner transfer of knowledge
- Understand the design and use of training evaluations
- Understand the various types of training methods available
- Create and design effective curricula
- Understand the role of facilitation in the training/instructional environment
- Identify effective facilitation skills in the training/instructional environment
- Identify training positions to align with professional/academic experience & goals
- Discuss future trends in the training profession
- Possess a broad understanding of Human Performance Technology

## INSTRUCTOR EXPECTATIONS

### Calendar & Planning

The UNT Blackboard system attempts to include the dates and deadlines for the LTEC 4000 class in the Calendar section. Please review this calendar, each module assignment AND the course syllabus when verifying LTEC 4000 dates and deadlines for required work.

==ALWAYS be sure to check the course syllabus for deadlines== – please let me know if there are any discrepancies between the Learning Modules deadlines on the syllabus.

*Writing Skills*

Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent matter. No outlines will be accepted in this course. **Every assignment must include student name, course and SECTION, module number and assignment title**. **Every assignment should include the student name in the file name/document name/document title** (e.g., PasquiniL_Resume). Submissions must have complete sentences, correct punctuation, and capitalization. Avoid using abbreviations and acronyms without appropriate clarification. Consider getting support for this course with your writing at the **UNT Writing Lab** (http://writinglab.unt.edu/) and/or **UNT Career Center** (http://studentaffairs.unt.edu/career-center).

*Attendance and Participation*

==The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress.== All students are expected to fully participate in all class activities. Full participation includes web-based activities. If there is an issue, questions, or concern about participation in the LTEC course, it is the students' responsibility to contact the instructor and communicate these issues directly with the instructor of the LTEC course. ==If a student has not participated in a discussion or submitted and assignment before the **Census Day (September 5, 2015)** outlined by the UNT Academic Calendar, they may be dropped for non-attendance. Additionally, if assignments are missed for two or more modules without contacting the instructor, the student will be dropped for non-participation.==

*Discussions Board Postings*

Each student must submit an **original discussion posting** (10 points) and **respond to TWO (2) other students'** discussion posts (10 points) connected to each weekly learning module. If a student submits an original discussion posting but fails to respond to three students or more, he or she may only receive up to 10 points for this discussion module. Do **NOT** put attachments in the discussion board area. **Do NOT submit assignments to the discussion board**. The instructor will not grade assignments posted in the discussion area. Please refer to the **Discussion Guidelines** document in the "*Orientation Module*" to obtain full points.

*Student Support Online*

Please be sure to CONTACT the **UNT UIT Helpdesk** support team for **any student technical support issues and questions:**
https://www.unt.edu/helpdesk/
Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130

## COURSE SCHEDULE & ASSIGNMENT DUE DATES

| Week | Assignment | Extra Credit | Possible Points | DUE |
|---|---|---|---|---|
| 1 | Complete the *Orientation Module* & *LTEC 4000 Self-Introduction* and "Start Here" section of the LTEC 4000 Course | | 10 | 8/30 |
| 2 | **Module 1: Introduction to Training & Development** | | | |
| | Activity 1.1: Read and review the PowerPoint presentations for Chapters 1 & 2. Use the PowerPoint presentations or textbooks to take notes. | | 0 | |
| | Module 1.2 Discussion: Curating Resources on Training & Development | | 10 | 8/30 |
| | Curated Reference 1.3: ONE (1) Resource & Summary for Chapter 1 | | 10 | 8/30 |
| | Curated Reference 1.4: ONE (1) Resource & Summary for Chapter 2 | | 10 | 8/30 |
| | | | | |
| 3 | Assignment 1.5: Top 125 Training Organizations Paper | | 25 | 9/6 |
| | | | | |
| 4 | **Module 2: Needs Assessment** | | | |
| | Activity 2.1: Read and review PPT presentation for Chapter 3 | | 0 | |
| | Module 2.2 Discussion: Needs Analysis | 10 | | 9/13 |
| | Curated Reference 2.3: ONE (1) Resource & Summary for Chapter 3 | | 10 | 9/13 |
| | Assignment 2.4 – Training Needs Assessment | | 20 | 9/13 |
| | | | | |
| 5 | **Module 3: Learning and Transfer of Training** | | | |
| | Activity 3.1: Read and review PPT presentation for Chapter 4 | | 0 | |
| | Module 3.2 Discussion: Training Design | 10 | | 9/20 |
| | Assignment 3.3: Evaluate a Training Site Design | | 10 | 9/20 |
| | Assignment 3.4: Learning Style Evaluation - self-evaluation report and paper | | 10 | 9/20 |
| | Curated Reference 3.5: ONE (1) Resource & Summary for Chapter 4 | | 10 | 9/20 |
| | | | | |
| 6 | **Module 4: Training Design** | | | |
| | Activity 4.1: Read and review PPT presentation for Chapter 5 | | 0 | |
| | Module 4.2 Discussion: Training Transfer | 10 | | 9/27 |
| | Curated Reference 4.3: ONE (1) Resource & Summary for Chapter 5 | | 10 | 9/27 |
| | Activity 4.4: Training Transfer Paper | | 20 | 9/27 |
| | | | | |
| 7 | **Module 5: Training Evaluation** | | | |
| | Activity 5.1: Read and review PPT presentation for Chapter 6 | | 0 | |
| | Module 5.2 Discussion: ROI Impact on Training | | 10 | 10/4 |
| | Curated Reference 5.3: ONE (1) Resource & Summary for Chapter 6 | | 10 | 10/4 |
| | Assignment 5.4: Domino's Case Study | | 20 | 10/11 |
| | | | | |
| 8 | **Review Test #1** (Chapter 1-5; Modules 1-5); Available from 10/9 at 12 am | | 50 | 10/11 |
| | | | | |
| 9 | **Module 6: Training Methods** | | | |
| | Activity 6.1: Read and review the PowerPoint presentations for Chapters 7 & | | 0 | |

| | | | | |
|---|---|---|---|---|
| | 8. | | | |
| | Module 6.2 Discussion: Select Your Training Methods (2) on the Google Doc and Share About it in this week's discussion | | 10 | 10/18 |
| | Curated Reference 6.3:  ONE (1) Resource & Summary for Chapter 7 | | 10 | 10/18 |
| | Curated Reference 6.4:  ONE (1) Resource & Summary for Chapter 8 | | 10 | 10/18 |
| | Assignment 6.5: Training Methods Paper | | 20 | 10/18 |
| | | | | |
| 10 | **Module 7: Curriculum Design and Development** | | | |
| | Activity 7.1: Read and review PPT presentation for Chapter 9 | | 0 | |
| | Module 7.2 Discussion: Project Book Support | | 10 | 10/25 |
| | Curated Reference 7.3: ONE (1) Resource & Summary for Chapter 9 | | 10 | 10/25 |
| | Assignment 7.4 – Project Book: Review and Start Assignment (100 Points) | | | 11/1 |
| | | | | |
| 11 | Assignment 7.4 – Project Book – Train-The-Trainer Guide and Presentation Outline | | 100 | 11/1 |
| | | | | |
| 12 | **Module 8: Facilitation Strategies** | | | |
| | Activity 8.1: Read and review articles in module | | 0 | |
| | Module 8.2 Discussion: Facilitation Strategies: Who will you observe and why? What do you want to learn from this observation? | | 10 | 11/1 |
| | Assignment 8.3: Facilitation Evaluation | | 5 | 11/1 |
| | Curated Reference 8.4: ONE (1) Resource & Summary for Chapter Training & Development Facilitation Strategies | | 10 | 11/8 |
| | Assignment 8.5: Training Observation Evaluation | | 50 | 11/8 |
| | | | | |
| 13 | **Module 9: Career Development** | | | |
| | Activity 9.1: Read and review PPT presentation for Chapter 9 | | 0 | |
| | Module 9.2 Discussion: Career Development | | 10 | 11/15 |
| | Curated Reference 9.3: ONE (1) Resource & Summary for Chapter 10 | | 10 | 11/15 |
| | Activity 9.4: Training Position Research | | 20 | 11/15 |
| | | | | |
| 14 | **Module 10: The Future of Training and Development** | | | |
| | Activity 10.1: Read and review PPT presentation for Chapter 11 | | 0 | |
| | Module 10.2 Discussion: Future Trends for Training & Development | | 10 | 11/22 |
| | Curated Reference 10.3:  ONE (1) Resource & Summary for Chapter 11 | | 10 | 11/22 |
| | Complete: Course Evaluation and Feedback Form for LTEC 4000 | 10 | | 11/22 |
| | | | | |
| 15 | **Review Test #2** (Chapter 6-11; Modules 6-10); Available 11/30 at 12 am | | 50 | 11/2 |
| | | | | |
| 16 | **UNT Exam Week –** NO final course exam for LTEC 4000 | | | |
| | **TOTAL** | **(40)** | **600** | |

*Grading Scale:* A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = 59% and below

**LTEC COURSE POLICIES**

*Communication Parameters*

**Students should contact the instructor via the instructor's preferred communication (see above).** Instructors will attempt to respond to student emails <u>within TWO (2) working days</u>. Working days do not include weekends or holidays. Students should not expect the communication parameters in a web-based class to significantly differ from the parameters in traditional campus-based classes.

Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as Blackboard Learn email, bulletin board, and/or chat. Students should consider the communication parameters with regard to assignment due dates. Please be aware that *instructors will not be able to respond to "last minute" requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware*.

*Student Responsibilities for Distributed Learning Courses:*

- Access course web page & initiate contact within 1st week of the semester
- Be able to work independently on course objectives, given the format for interaction with faculty and students will be non-traditional.
- Verify appropriate hardware and software as described in the course description.
- Provide instructor with access to a working email account.
- Contact instructor or instructor's assistant within two days if any problems develop with regard to accessing the course.
- Adhere to communication parameters of course (i.e., email, discussion, chat).
- Complete **UNT Student Tutorial** prior to taking the first Blackboard course.
- Comply with appropriate electronic etiquette and abbreviations.
- Acquire all necessary software and books.
- Complete all course requirements by posted deadlines.

Students should maintain electronic copies in chronological order of ALL journal entries, bulletin board responses, lesson plans, and other assignments listed within the syllabus. It is the responsibility of the student to verify that all messages AND attachments are sent to the course instructor.

"All students should **activate and regularly check their e-mail account used for official communication from UNT to students**. Many important announcements for the University and College are sent to students via the assigned e-mail account. Please be sure to **FORWARD** this email to another account, if it is not where you view your messages: http://www.unt.edu/helpdesk/faq/

*Online Etiquette*
Students should be cognizant of the limitations of an online environment and exercise caution when interacting with others through the discussion board and/or messages. The purpose of our interactions is the exchange of knowledge and best practices as well as clarification of

concepts. In an online environment, comments can be unintentionally misinterpreted or misrepresented. Students should observe the following guidelines:

- Students should be respectful of peers' opinions.
- Students should avoid using language that may be viewed as offensive.
- Students should avoid writing in all capital letters.
- Students should reread messages/postings as necessary before responding to avoid misunderstanding and should seek clarification as necessary.

*Late Work*
<mark>Late work is not accepted and will receive a 0 grade.</mark> It is suggested that you plan on completing your work the day prior to the due date. Then unexpected problems will not result in your work being late.

**ALL assignments must be submitted by 11:59 pm CDT on the date is it due via Blackboard. Do NOT submit assignments via e-mail or to the discussion board.**

It is the student's responsibility to see that work is submitted.  It is not fair to other students to allow a student to submit late work and receive credit; therefore, the late policy is strictly enforced. <mark>**Any student who is missing assignments from 3 modules will be dropped from the class with a WF.**</mark>

**MEDICAL EMERGENCIES:**

If you have a medical emergency that will prevent you from completing the course as scheduled, you **MUST notify your instructor at the time of your medical problem.** Requests for an Incomplete (I) or to drop the course must come at the time of the medical emergency and must be supported by *a letter from your physician and must specifically state that your medical situation will NOT permit you to work online or prevent you from submitting assignments as scheduled*. Requests for an Incomplete or to DROP this course based on a medical emergency CAN NOT be granted after the medical emergency. Of course all requests must meet standard university policy. Doctor's notes must be received during week 1 or 2 of the medical emergency. Those submitted at the end or once it is over will not be accepted.

*Academic Advising and Personal Support*

There are a number of academic resources and support areas at UNT to support your academic success. Please be sure to seek our or ask for the support you need **IN ADVANCE, and/or IMMEDIATELY after any medical, personal, or academic situation**.

For students who have questions about academic planning, need to drop one or all courses, or learn more about academic dates and deadlines, please be sure to speak with your **academic advisor/counselor** and consult the following UNT resources for planning and guidance:

- Advising @ UNT: http://advising.unt.edu/
- Counseling Services: http://studentaffairs.unt.edu/counseling-testing-services

- Dropping a class: http://advising.unt.edu/dropping-class
- How to drop a class http://registrar.unt.edu/registration/dropping-class
- Incomplete (I) grades: http://registrar.unt.edu/grades/incompletes
- Withdrawals: https://deanofstudents.unt.edu/withdrawals
- Dean of Students Policies https://deanofstudents.unt.edu/policies

**UNT Academic Deadlines** posted on the website of **UNT Office of the Registrar**, specifically the Fall 2015 Registration Guide:  **http://registrar.unt.edu/registration/fall-registration-guide**

*Required Software and Hardware*

Knowledge of personal computer operation is prerequisite to registering for and successfully completing this online course. Students taking the course should be proficient in the following software as well: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Microsoft Access

The acquisition of these skills is the responsibility of student and can be obtained through prior coursework and/or personal experience. A student who is not proficient in these programs should not register for this course. Blackboard is fully supported for both computers using Windows and Apple computers. This includes the programs noted above. Purchase and installation of the programs in a current and compatible version is the responsibility of the student.  For personally owned computers, the UNT Bookstore offers software for both systems with student pricing.

In addition, upon starting this or any LTEC Blackboard course, students should review the "Check Browser" link in Blackboard and install the appropriate browser and plug-ins and update their browser to the appropriate settings.

**Acceptable Student Behavior**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. **The Code of Student Conduct can be found at https://deanofstudents.unt.edu/conduct**

**Students must complete all assignments independently** unless otherwise instructed. Failure to do so will result in a grade of 0. Other possible consequences of breaching academic integrity include a failing grade on the assignment, a full letter grade drop for the course, or a failing grade in the course. If a student engages in academic dishonesty related to this class, the case will be referred to the Dean of Students for appropriate disciplinary action.

### University Policy of Absence for Religious Holidays

In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested.

Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

### Professionalism:

At all times, students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, and being flexible to unforeseen changes in schedules and assignments.

### Honesty and Academic Integrity

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

### Cheating and Plagiarism

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam.  Additionally, the incident will be reported to the Office of Student Rights and Responsibilities for further penalty.

According to the UNT catalog, the term "**cheating**" includes, but is not limited to:
*a. use of any unauthorized assistance in taking quizzes, tests, or examinations;*
*b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;*
*c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university;*
*d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or*
*e. any other act designed to give a student an unfair advantage.*

The term "**plagiarism**" includes, but is not limited to:
*a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and*

*b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.*

### *University Policy of Disability Accommodations*

The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in University programs or services, the department or agency responsible for the program or service to which the individual requires access will work with the Office of Disability Accommodation and appropriate federal and state agencies to ensure that reasonable accommodations are made. The student requiring special accommodation or auxiliary aids must make application for such assistance through the Office of Disability Accommodation. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested.

The University assumes no responsibility for personal assistance necessary for independent living or for specialized medical care. Students requiring personal attendants or mobility assistants must employ such persons at their own expense before completion of registration. Students requiring specialized medical care above and beyond that ordinarily offered through the Student Health Center should be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

Changes may be made as long as it does not compromise the quality of education. Cooperation of faculty, staff, and students is needed to help with physical access and to meet academic requirements. For example, giving extra time on tests or assignments, substituting courses, or adapting classroom presentations (like allowing tape recorders, note takers, or asking a professor to face the class when speaking to allow students to lip read) may be done.

 ADA Statement: **The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course.** *You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation.* **Note that <u>students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class</u>. Please Contact the** UNT Office of Disability Accommodation (**<u>https://disability.unt.edu/</u>**) **for questions, concerns, or support you may contact the ODA office** by phone at 940.565.4323 or in person (SAGE 167).

### *Student Course Evaluations*
All students are expected to complete the end-of-semester evaluation for this course.