Instructor: Katherine Roberto, PhD
Office: 371 Semester: Spring 2020
Office Telephone: 361-825-2482 Email: Katherine.roberto@tamucc.edu

Course Description:
The purpose of this course is to introduce the student to the Human Resource function of training and development. Specifically, the course will focus on assessing the needs of employees and organizations with regard to training and employee development; the design of training programs; methods used to train and develop employees; and program evaluation.

Course Prerequisites:
- MGMT 3312 and junior standing or above.

Learning Objectives:
By the end of this course, the students will be able to:
1. Understand how to assess the needs of employees and organizations for training.
2. Strengthen analytical and interpretive abilities.
3. Understand the unique challenges of adult learning and training.
4. Understand the role or purpose of training and development within the HR function and strategic organizational goals

Course Requirements:
- Exams/Quizzes 50%
- Learn Smart Assignments 25%
- Written Assignments 25%
- Total 100%

Required Materials:
- McGraw-Hill Connect Access

Websites Used:
Blackboard https://bb9.tamucc.edu/

Course Policies:
Electronic Device Usage - Computers or tablets are required to complete the course.
**Exams** – Once you log into the quiz, you will be given 20 minutes to complete it. All quizzes MUST be completed once you begin them. If you stop before you answer all the questions, you will only receive credit for those questions answered – regardless of why the exam was not completed. Please make sure that you have a reliable internet connection before you begin!

**Learn Smart Assignments** – Each chapter assigned will have a Learn Smart module that you will complete. The Learn Smart assignments will be given through McGraw-Hill Connect.

**Written Assignment** – Each chapter will have a written assignment associated with it. Some of these assignments may include taking a self-assessment and writing a reflection about your score. Others might include worksheets or watching a video and answering questions over that video.

**Extra credit (if any)** – Extra credit may be offered throughout the semester. The number and worth is subject to the professor’s discretion.

**Grading:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>Less than 59%</td>
</tr>
</tbody>
</table>

**Academic Integrity/Plagiarism**

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a zero the first time and failing the course for any additional offence.

**Dropping a Class**

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. Please check for the last day to drop a class with an automatic grade of “W” this term.

**Preferred methods of scholarly citations** – APA style is the only accepted method used for citations and referencing during this class. All work should be paraphrased rather than copied directly. Material used from sources other than the text should use APA style
Classroom/professional behavior
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Grade Appeals
As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost.

Disabilities Accommodations
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

citations and references. Please follow the seventh edition of the Publication manual of the American Psychological Association (APA) and related electronic resources for all citations and references. A help source for APA citation information is: http://owl.english.purdue.edu/owl/
Statement of Academic Continuity

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.