

Dr. Lisa Kath

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Office hours: Tu 2-4pm, or by appointment

I encourage you to stop by my office hours if you have any questions, problems, or suggestions about the course, or if you want to discuss your career interests or graduate school. Please don't wait until the end of the semester to see me about problems you are having with the class - by then, it is often TOO LATE for me to help you.

Required text: Noe, R. A. (2006). *Employee training and development* (4th Ed.). Boston, MA: McGraw Hill. (ISBN: 007340490X, approx. \$82)

NOTE: This course is only appropriate for students who have taken PSY 319. Additional information is available at: <http://www.psychology.sdsu.edu/advising/advising.htm>.

Overall objectives:

This advanced undergraduate seminar is intended to delve into the research on workplace training. You will be expected to learn/understand current theories and research findings related to workplace training. A secondary objective is to learn how to apply these theories and findings to designing and evaluating training in the workplace.

Learning objectives:

- Summarize recent developments in research, theory, and practice in workplace training.
- Describe the relationship between training and business strategy.
- Plan needs assessments for training.
- Utilize theories and research findings to develop effective training.
- Plan for improved training transfer.
- Advocate for training evaluation.

Format:

The course will be a mixture of lecture, discussion, and small-group exercises. To avoid listening to me talk nonstop for the entire semester, actively participate in discussions when opportunities arise. I welcome/ encourage questions for clarification, more information, a better example, etc. I expect everyone to show respect for each other and to refrain from actions that might reduce the quality of students' learning experiences. Cell phones should be turned off. Finally, you are expected to do the reading before class, so I can spend more time on the fun stuff (application, controversies) than the straightforward stuff (definitions).

Blackboard:

The course website is part of the Blackboard system (<http://blackboard.sdsu.edu>).

Course materials and grades will be posted there for your convenience; you need not access Blackboard to do well in the course.

→ If you have trouble with Blackboard, please go to the "student help" section.

Specific Accommodations:

Students who need accommodation of their disabilities should contact me privately, well before the first exam, to discuss specific accommodations for which they have received authorization. If you have a disability, but have not contacted Disabled Student Services at 619-594-6473 (Calpulli Center - Suite 3100), please do so before seeing me.

Grading

Exams: 3 X 100 points = 300 points

There will be three midterm exams during the semester, along with a comprehensive final exam. Midterm exams will be in multiple-choice format. The exams are designed to assess your knowledge of material from the lectures, discussions, and assigned reading. The three midterm exams are not intended to be cumulative, but they may incorporate some material from previous exams. The final exam will be cumulative (it will cover material from the entire semester) and will be short-answer and essay format.

- Please bring NCS Form No. 19641 [Blue] and at least two No. 2 pencils to each exam.
- Each exam is worth 100 points.
- Your three highest exam scores will be counted toward your final course grade.
- **No makeup exams will be given.**

You will not be permitted to take an exam if you arrive after the first person has turned in his/her exam. The exam will be over at the end of the allotted time, regardless of when the exam was started. There will be NO EXCEPTIONS to this policy!

Homework assignments: 10 X 10 points = 100 points

There will be 12 short homework assignments throughout the semester, worth 10 points each. These assignments will only be available to those who are in attendance the day of the assignment. The homework is due exactly ONE WEEK after the class in which it was assigned, to be turned in at the beginning of the class period. One point will be deducted for those turning them in at the end of class. Two points will be deducted for each 24 hour period after the end of the class in which it was due. Maximum credit for the write-ups is 100 points; you may drop your two lowest homework scores. No makeups will be given.

Requests for **extra credit** assignments for individuals will not be granted.

Reading/discussion points: 1 X 50 points = 50 points

Reading notes - Starting with the next class period, you will be invited to submit copies of detailed notes for your reading chapter. Notes are due at the beginning of the class period where we discuss that reading assignment. Two reading notes assignments will be accepted by e-mail if you are not able to make it; however, timestamp must be *before* class begins.

Your reading notes, along with your participation in discussion in class, will be worth 50 points toward your final grade.

Final Grading Scale: out of 450 possible points

419-450 --> A (93%+)	360-373 --> B- (80-82%)	302-314 --> D+ (67-69%)
405-418 --> A- (90-92%)	347-359 --> C+ (77-79%)	284-301 --> D (63-66%)
392-404 --> B+ (87-89%)	329-346 --> C (73-76%)	270-283 --> D- (60-62%)
374-391 --> B (83-86%)	315-328 --> C- (70-72%)	000-269 --> F (< 60%)

The Fine Print

Plagiarism and Academic Integrity. It is not expected that plagiarism or other forms of academic dishonesty will be encountered in the class. To minimize the possibility of plagiarism, it is worth clarifying some points about plagiarism:

Stealing others' work (for example, copying others' test answers or papers) and passing it off as your own is an example of plagiarism. It is also plagiarism in academic writing to present others' ideas as if they were your own. To avoid the appearance of plagiarism in written work, it is important to reference the sources of your ideas so as to keep clear the difference between others' ideas or arguments and the ideas or arguments that are uniquely yours.

Working together is not an excuse for plagiarism; assignments that are unusually similar will be treated as a case of plagiarism, and all involved students will receive zero points for that assignment.

Plagiarism and cheating in any form will not be tolerated, and will be dealt with through the appropriate channels. See me if you have any questions about what constitutes plagiarism or other violations of academic integrity policy.

Attendance:

Out of respect for your fellow classmates and me, please do your best to be on time for the lectures. If you are late, then enter as quietly as possible without speaking to your neighbors about the things you have missed so far. These discussions should occur outside of class.

If you miss a class, you are responsible for the material covered during that class, including any handouts, changes to the class schedule, or other information given out. Please make sure that you have e-mails/phone numbers of your fellow classmates so that you can obtain any notes or information if needed; I do not have lecture notes for distribution.

- Exams will include material covered in class that may not be included in the reading.
- Homework assignments will occur throughout the semester but are *only* available to those in attendance. Attempts to turn in homework assignments for which you were not present for will be considered as cases of academic dishonesty.

Proposed Course Schedule

Date	Topic	Reading
Jan 22	Overview of course	
Jan 24	Introduction to Employee Training and Development	Ch. 1
Jan 29	Introduction to Employee Training and Development	Ch. 1 (all)
Jan 31	Strategic Training	Ch. 2 (45-66)
Feb 5	Strategic Training	Ch. 2 (67-82)
Feb 7	Learning: Theories & Program Design	Ch. 4 (123-134)
Feb 12	Learning: Theories & Program Design	Ch. 4 (135-148)
Feb 14	Learning: Theories & Program Design	Ch. 4 (149-160)
Feb 19	EXAM 1 - Chapters 1, 2, 4	
Feb 21	Needs Assessment	Ch. 3 (89-96)
Feb 26	Needs Assessment	Ch. 3 (97-113)
Feb 28	Needs Assessment	Ch. 3 (114-117)
Mar 4	Training Evaluation	Ch. 6 (195-208)
Mar 6	Training Evaluation	Ch. 6 (209-226)
Mar 11	Transfer of Training	Ch. 5 (167-175)
Mar 13	Transfer of Training	Ch. 5 (176-182)
Mar 18	Transfer of Training	Ch. 5 (183-188)
Mar 20	Traditional Training Methods	Ch. 7 (233-237)
Mar 25	Traditional Training Methods	Ch. 7 (238-250)
Mar 27	Traditional Training Methods	Ch. 7 (251-260)
Apr 1 & 3	- SPRING BREAK -	
Apr 8	EXAM 2 - Chapters 3, 5-7	
Apr 10	- no class today -	
Apr 15	E-Learning and Use of Technology in Training	Ch. 8 (267-288)
Apr 17	E-Learning and Use of Technology in Training	Ch. 8 (289-305)
Apr 22	Employee/Manager Development	Ch. 9, TBD
Apr 24	Employee/Manager Development	Ch. 9, TBD
Apr 29	Non-traditional Training	TBD
May 1	Non-traditional Training	TBD
May 6	Non-traditional Training	TBD
May 8	EXAM 3 - Chapters 8, 9, other reading	
May 13	FINAL EXAM - Chapters 1-9 + extra	1-3pm

Note: Dates and topics on this schedule are tentative and subject to change. Students are responsible for any additional topics or material announced in class.