I. GENERAL INFORMATION

Course Title: Training, Development and Administration of Human Resources
Course Code: BADM 6020
Credits: 3
Requisites: None
Term:
Professor:
Office Hours:
Phone Number:
E-mail:

II. DESCRIPTION

Design of training programs for the development and administration of human resources by applying the theory of life experiences in each specific situation.

III. COURSE OBJECTIVES

At the end of the course the students will be able to:

1. Explain the foundations of training and development in organizations
2. Analyze needs assessment and training evaluation as a basis for decision making
3. Examine the learning elements in training and development programs
4. Design training and development proposals
5. Explain diverse methods and problems in the implementation of training and development programs
6. Explain the importance of career management to organizational competitiveness

7. Discuss the challenges that lay in the future for the training and development function.

IV. COURSE CONTENT

A. Introduction
   1. Training Defined
   2. Forces Impacting Work and Learning
   3. Training Practices

B. Strategic Training
   1. Needs Assessment
   2. Program Design
   3. Transfer of Training
   4. Training Evaluation

C. Training Methods
   1. Traditional Methods
   2. Technology in Training

D. Employee Development
   1. Issues in Training and Development
   2. Career Management
   3. Challenges in Career Management
   4. The Future of Training and Development

V. LEARNING ACTIVITIES

A. Assignments

   The assignments consist of discussion questions and quizzes. Each chapter in the textbook has a Quiz and a Discussion section. They consist of short tests and open-ended questions related to the content of the chapter. You may be required to submit some of the quizzes and discuss or debate selected questions.
B. Article Review

The article review should contain a brief summary of the article and also its relevance and importance. The article must be integrated to the course by explaining how it relates and what it adds to the course material. The review will be presented and discussed with peers. The review and the reactions will be posted on the Discussion section.

C. Case Analyses

Case problems are designed to give the student an opportunity to apply theoretical concepts and principles to a true-life situation. When reading a case, follow these steps to help you think through the problem and prepare a logical analysis:

1. Recognize the real problem:

   Read the entire case to understand what it is about. List the key facts. Examine those facts and try to isolate the symptoms and define the causes.

2. Determine what training and development concepts and issues are involved:

   Define the issues and the theories that may be applied to the specific situation.

3. After evaluating the causes and the principles, decide on possible courses of action to correct the situation:

   List all possible actions and analyze each one in terms of its chance of correcting the situation, how it may solve the problem; how feasible is the action; what problems may arise in implementing the action; what happens if it fails, what problems may arise even if the action corrects the situation.

   The written report to be submitted should be prepared according to the following outline:

   - Background & Summary of Relevant Facts
   - Problem Identification
   - Suggested Course of Action
   - Justification for Recommended Action Plan

The solution provided for the case studies should be supported by bibliography on training and development issues, theories, and models.
D. **Group Exercises**

Group exercises provide the students an opportunity to understand and apply training and development concepts and principles while experiencing group dynamics.

E. **Forum Discussions**

Students must participate in the discussion of articles, cases and exercises. As groups are too big, it will be very difficult to carry out a “chat”; thus, students may post their comments on the Discussion section as soon as they are ready, and the discussion will be open until the due date. **NO PARTICIPATIONS WILL BE ACCEPTED AFTER THE DUE DATE.**

Students can initiate a discussion as well as react to their peers’ comments in order to add to the discussion. It is necessary that the topic be thoroughly discussed by all students, providing for different sides of the issues. Diverse ideas and points of view must be integrated. Quantity and quality of participations will be considered to determine the grade.

F. **Final Project**

The final project consists of a training program to be designed for a hypothetical organization. The designed program will illustrate the students’ ability to apply training and development strategies to a specific organizational need. The framework for the training program is provided by the professor and must be closely followed. Students should gradually integrate to the program each topic discussed in class; thus, it will be easier to have the project ready on the due date. The program will be posted on the Discussion section. Remember that the **FINAL PROJECT WILL NOT BE ACCEPTED AFTER THE DUE DATE.**

G. **Peer Evaluations**

An evaluation form is provided so that each student will inform about the collaboration/contribution provided by each classmate in the group dynamics. These evaluations are important and strictly confidential between each student and the professor.

**Course Requirements:**

The lessons must be completed by the deadlines. Students must work on each lesson within the time frame provided for it. They must complete all the study sessions
included in the Table of Contents icon and posted on the Calendar. Students must report each study session learning activities according to the detailed instructions included in each study session.

The students will augment the lesson plan with additional readings, as needed, to expand and clarify their knowledge of the topics.

As part of the grading process for class participation, discussion forum sessions of articles, cases and group exercises will be scheduled and posted on the Discussion section. They will be based on the application of training and development theories and concepts. Participation in interactive discussions among students is required to earn full credit.

VI. EVALUATION

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<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Punctuation</th>
<th>% of Final Grade</th>
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<tbody>
<tr>
<td>Assignments:</td>
<td></td>
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<tr>
<td>4 Quizzes Discussion Questions</td>
<td>100</td>
<td>20%</td>
</tr>
<tr>
<td>1 Article Review/Discussion</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>3 Case Analyses/Discussions</td>
<td>300</td>
<td>15%</td>
</tr>
<tr>
<td>2 Group Exercises/Discussions</td>
<td>200</td>
<td>10%</td>
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<tr>
<td>Final Test</td>
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<td>10%</td>
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<tr>
<td>Final Project</td>
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<td>Total</td>
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Grade Definitions

A = An excellent performer who actively participates in class discussions. Has sharp insight into the material and presents thoughtful ideas and questions. Writes logically and clearly. Integrates concepts and information learned at this and other courses. Exceeds the minimum requirements of the course.

B = Grasps subject matter at a level considered to be good or very good. Actively participates in class discussions. Writes well and produces high quality work. Demonstrates a relatively high level of knowledge and understanding of class material.
C = Demonstrates some comprehension of the subject matter but accomplishes only the minimum requirements. Displays little or no initiative. Communicates at a barely acceptable level.

F = Quantity and quality of work is below average and not acceptable.

VII. SPECIAL NOTES

A. Special Accommodations

Students who require special accommodations must request these services at the beginning of the course as soon as they notice that they need help. Students can access this service with Professor Jose Rodriguez, Coordinator of Students with Special Needs at the Guidance and Counseling Office on the first floor at Metro’s Student Center.

B. Plagiarism

Plagiarism, dishonesty, fraud and any other type of manipulation or inappropriate behavior related with academic performance are unacceptable in our institution. Disciplinary actions will be taken on students found guilty of such practice as established in Chapter V, Article 1, Section B.2 of the Student’s Rules and Regulations handbook.

Inter-American University has very strict regulations regarding plagiarism (using the ideas or words of others without giving proper credit), so it is important that you specifically read Chapter 5, Article 1, Section B.2c of the Student’s Rules and Regulations Handbook. This section clearly explains what plagiarism is. In addition, it explains the types of sanctions students are exposed to when they commit it.

C. Use of Electronic Devices

Cellular (mobile) telephones and any other electronic device that could interrupt the teaching-learning process or disrupt a milieu favorable for academic excellence will be deactivated. Critical situations will be dealt with in an appropriate manner. The use of electronic devices that permit the accessing, storing or sending of data during tests or examinations is prohibited.

VIII. LEARNING RESOURCES

1. Textbook (you may use any of the editions below)

Check for a new printed copy of the textbook at the bookstore on the first floor of the university or at the bookstore on Plaza Olmedo across from Banco Popular (the former Citibank) near the university. You may also look for a second hand copy. In addition, you can check for an ebook with the publishers. Ebooks are available immediately and they are cheaper. Avoid ordering it through Internet as delivery is often too slow.

2. Audiovisual and Electronic Resources

www.mhhe.com/etd6e -- Online Learning Center (chapter summaries, web exercises, articles, videos and quizzes)

IX. BIBLIOGRAPHY

Books:


Journals and Newspapers:

Academy of Management Journal
Academy of Management Review
Advances in Developing Human Resources
Harvard Business Review
Human Resource Management
Human Resource Management Review
Human Resource Development International
Human Resource Development Quarterly
Human Resource Development Review
Journal of Applied Behavioral Science
Journal of Applied Management
Journal of Applied Behavioral Science
Journal of Applied Psychology
Journal of Social Psychology
Learning Executive
Organizational Behavior and Human Performance
Personnel
Personnel Administration
Personnel Journal
Personnel Management
Personnel Psychology
Training and Development Digest
Training and Development (T + D)

Electronic Resources:
American Society for Training and Development www.astd.org
American Management Association www.amanet.org
Academy of Human Resource Development www.ahrd.org
Society for Human Resource Management www.shrm.org
Society for Industrial and Organizational Psychology www.siop.org
Center for Collaborative Organizations www.ispi.org
Center for Creative Leadership www.ccl.org

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