# PSYC 5330-002: Advanced Employee Training & Development

Fall 2021

## Instructor Information

### Instructor

Wilma K. Ford, Ph.D.

### Email Address

wilma.ford@uta.edu (this is the required way of communication, and you must your MavMail)

### Telephone Number

(817) 272-7230 (Department of Psychology)

### Profile

[www.linkedin.com/in/wilmaford](http://www.linkedin.com/in/wilmafords)

### Office Hours

You can reach me after class or email me with two to three available times. Office hours are virtual with Microsoft Teams.

## Course Information

### Section Information

PSYC 5330-002

### Time and Place of Class Meetings

Every **Wednesday** face-to-face from **4:00 p.m. to 6:50 p.m**. at the **Life Sciences Building room 101**.
Class will begin on August 25, 2021, and end on December 15, 2021. Please **bring your laptop to class** (it does not have to include a microphone or webcam for in-use class assignments).

If you cannot come to class due to concerns about COVID, you must attend the live lecture using Microsoft Teams. Students who attend via Microsoft Teams, must inform me by email.

### Technology Requirements

* **Laptop with microphone and webcam**
* **Canvas**
* **Microsoft Teams**

**It is recommended to**[**download Teams**](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fteams.microsoft.com%2Fdownloads&data=02%7C01%7Cnphass%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623557006417&sdata=pV0UB8YOIw5ix7yoQvsETqPjO5NABLvQ5VWnPjLPBAA%3D&reserved=0)**and join with the program rather than join via browser. To join a Teams meeting, view these**[**Join a Meeting Instructions**](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.office.com%2Fen-us%2Farticle%2Fjoin-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9&data=02%7C01%7Cnphass%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623557016410&sdata=DQrUZTxI1ZzGDpm3w9xTWuDit%2F4vOc8wTTmuQJEAod4%3D&reserved=0)**. Other tutorials you may find helpful:**

* [Using video in Microsoft Teams](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.office.com%2Fen-us%2Farticle%2Fusing-video-in-microsoft-teams-3647fc29-7b92-4c26-8c2d-8a596904cdae&data=02%7C01%7Cnphass%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623557016410&sdata=Q4FhMvNO%2B9%2B%2FSGkhIeyGwTeSABVh%2BGeBwhmLnhLkOOw%3D&reserved=0)
* [Change your video background](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.microsoft.com%2Fen-us%2Foffice%2Fchange-your-background-for-a-teams-meeting-f77a2381-443a-499d-825e-509a140f4780&data=02%7C01%7Cnphass%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623557026403&sdata=tyhVFortqzL3YWQa1vCsTVUVi7Pfj6HojCO5Ll1le2E%3D&reserved=0)
* [Share content](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.office.com%2Fen-us%2Farticle%2Fshare-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8&data=02%7C01%7Cnphass%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623557026403&sdata=ly8jTfwzAqgAPPXTVYfQoPvpdJ0y4KKXLGTffdpoqEA%3D&reserved=0)
* [Raise your hand](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.office.com%2Fen-us%2Farticle%2Fraise-your-hand-in-a-teams-meeting-bb2dd8e1-e6bd-43a6-85cf-30822667b372&data=02%7C01%7Cnphass%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623557036399&sdata=Hthe6a51BMbtHkQx7wLXT2aIhCz9gonjRR%2Bb1AJJ5yc%3D&reserved=0)
* [Manage audio settings](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.office.com%2Fen-us%2Farticle%2Fmanage-audio-settings-in-a-teams-meeting-6ea36f9a-827b-47d6-b22e-ec94d5f0f5e4&data=02%7C01%7Cnphass%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623557036399&sdata=C1PM1hZ%2BaHCGqIWPPmTWeurIGxl%2BvWIZCqFCyJ3QyQ0%3D&reserved=0)

Please consider a test run of your audio and video capabilities. If you attend the class virtually due to COVID concerns, y**ou must have your video turned on during class.**

### Description of Course Content

This course will cover practical applications of psychological concepts related to employee training and development. This course focuses on the entirety of the employee training process, including topics and issues related to training needs analysis, program design and implementation, and the evaluation of training effectiveness.

### Student Learning Outcomes

Each week we will discuss current topics and issues in Training & Development (T&D) and will set the foundation towards an overall understanding of organizational T&D. Upon successful completion of this course, students will be able to:

1. Discuss the current state of T&D.
2. Explain the strategic role of T&D.
3. Describe the steps of a training needs analysis.
4. Explain the components of a successful learning program.
5. Design a course outline based on an instructional design framework.
6. Identify several learning technologies.
7. Present a business case for a sound learning program design.

### Required Textbooks and Other Course Materials

* Elevating Learning & Development, (2018). van Dam, N. New York: NY. McKinsey & Company, ISBN 978-0-692-15081-8
* Other reading materials as assigned

## Grading Information

### Descriptions of Major Assignments

There are two assignments required of students in this course. You will be required to (a) create a design document, and (b) present a business case for a learning program which includes defending your learning program design. There is no midterm; however, there is a 10-question final exam.

The two most important things about this class are: 1) it is a safe environment for you to learn about organizational training and development, and 2) it is a flipped classroom which means that you thoroughly read the content (i.e., assignments) outside of class and practice working through it in class by discussing and evaluating the content and identifying and creating new ideas. So, it is important to come to class prepared because this where the learning takes place and participation is part of your grade.

***1. Course Design (30%)***

Based on an instructional design framework, you will create a comprehensive course design document that includes the audience, learning objectives, instructional activities, learning methodology, etc. You will create, discuss and explain your design document in class. Additional requirements of the design document will be provided in a separate document and discussed during class.

***2. Presentation (30%)***

Working in pre-assigned groups, you will be required to present a business case to obtain budget for the design, development, and implementation of a learning program of your choosing. Part of this business case will include the program design using various learning methodologies. The general purpose of the project is to apply what you have learned during this class, show a solid program design and explain the benefits of the learning program. Presentations will take place at the end of the semester. Full requirements of the project will be provided in a separate document and discussed during class.

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### Attendance/ Participation (30%)

### For this course, attendance is mandatory, and promptness is expected. Your class participation grade is based on you coming to class prepared for class discussion and interactions. Your participation will be actively “encouraged” by me, if necessary.

Student may miss one (1) class during the semester and only under extraordinary circumstances will the student be considered excused for missing more than one required class day and **official written documentation** will be required (examples of extraordinary circumstances include personal illness or injury accident, incarceration, call to active military duty or other extraordinary circumstances as determined by the instructor). Participation points will be deducted for unexcused classes as well as late arrivals (late = any time after 4:00 p.m. on a class day).

*At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty must report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.*

**Expectations for Out-of-Class Study**

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 6 hours per week of their own time in course-related activities, including reading and watching assigned content and preparing for the exam, etc.

### Grades

Grades will be computed as follows:

* Participation/Attendance 30% of final grade
* Course Design 30% of final grade
* Presentation 30% of final grade
* Final Exam 10% of final grade

### Grade Grievances

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog (see [Graduate Grading Policies](http://catalog.uta.edu/academicregulations/grades/#graduatetext); [Student Complaints](http://www.uta.edu/deanofstudents/complaints/index.php)) and as referenced in the Psychology department’s Graduate Student Handbook.

## Additional Information

**Emergency Exit Procedures**

Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the **nearest exit, which is located across room 100**, see [map](https://www.uta.edu/campus-ops/ehs/fire/Evac_Maps_All/Evac_LS/Evac_LS_101.pdf). When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

I also encourage you to subscribe to the MavAlert system that will send information in case of an emergency to your cell phones or email accounts. Anyone can subscribe at [Emergency Communication System](https://www.uta.edu/uta/emergency.php).

### Electronic Mail

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact University-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for regularly checking the inbox. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available [here](https://oit.uta.edu/services/email/).

This instructor will use your UT Arlington student e-mail account for official communication regarding this course. Class announcements will also be posted on the Canvas system. I will respond to emails and other messages within 24-48 hours, except for weekends and holidays. My expectation is that you will also respond promptly to my communications.

### Communication

When communicating with faculty members and other professionals, all students are expected to communicate in a professional and formal manner regardless of the media (phone, e-mail, face-to-face, etc.). This includes addressing one’s audience using his/her proper title, using proper grammar, and using proper spelling. How one delivers a message is often as important as the message itself. Thus, I expect students to communicate professionally when communicating with me. This includes, but is not limited to, using proper greetings and an appropriate tone. Communications deemed inappropriate will not receive a response.

## Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](https://resources.uta.edu/provost/course-related-info/institutional-policies.php) page which includes the following policies among others:

* Drop Policy
* Disability Accommodations
* Title IX Policy
* Academic Integrity
* Student Feedback Survey
* Final Exam Schedule

### Face Covering Policy

While the use of face coverings on campus is no longer mandatory, all students and instructional staff are strongly encouraged to wear face coverings while they are on campus. This is particularly true inside buildings and within classrooms and labs where social distancing is not possible due to limited space. If a student needs accommodations to ensure social distancing in the classroom due to being at high risk they are encouraged to work directly with the Student Access and Resource Center to assist in these accommodations. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center’s front desk or in their department.

### Student Success Programs

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring by appointment](http://www.uta.edu/studentsuccess/learning-center/utsi/tutoring/index.php), [etutoring](https://www.uta.edu/student-success/course-assistance/tutoring/e-tutoring), [supplemental instruction](http://www.uta.edu/studentsuccess/learning-center/utsi/supplemental-instruction/index.php), [mentoring](https://www.uta.edu/ideas/services/mentoring/index.php) (time management, study skills, etc.), [success coaching](https://www.uta.edu/student-success/course-assistance/success-coaching), and [student success workshops](http://www.uta.edu/studentsuccess/success-programs/success-series-workshops.php). For additional information, please email resources@uta.edu, or view the [Maverick Resources](http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php) website.

**FREE** [tutoring](https://www.uta.edu/student-success/course-assistance/tutoring) (2nd Floor of Central Library) is available to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can check the schedule of available peer tutors at the website.

### The English Writing Center (411LIBR)

The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the [Writing Center](https://uta.mywconline.com). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](http://www.uta.edu/owl) for detailed information on all our programs and services.

## Library Information

### Librarian to Contact

Nicole Spoor is the librarian assigned specifically to assist students and faculty in the Psychology department. She can be reached at della.spoor@uta.edu. You will find useful research information for psychology at <http://libguides.uta.edu/psychology>.

### Research or General Library Help

Ask for Help

* [Academic Plaza Consultation Services](https://library.uta.edu/academic-plaza)
* [Ask Us](http://ask.uta.edu/)

Resources

* [Library Tutorials](https://library.uta.edu/how-to)
* [Subject and Course Research Guides](https://libguides.uta.edu/)
* [Librarians by Subject](https://library.uta.edu/subject-librarians)
* [A to Z List of Library Databases](https://libguides.uta.edu/az.php)
* [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves)
* [Study Room Reservations](https://openroom.uta.edu/)

## Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381.

**#######**

# PSYC 5330-002: Advanced Employee Training & Development

Course OutlineFall 2021

**As the instructor of this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled. *Dr. Wilma Ford.***

| **Date** | **Topic of Discussions** | **Assignments** |
| --- | --- | --- |
| Aug. 25 | * Introductions
* Intro to Training & Development (T&D)
 | No Assignments |
| Sept. 1 | * Strategic Role of T&D
 | * **Preface, Foreword, Introduction, Chapter (Ch.) 1**, **Ch. 8:** Curation: Moving beyond content management
* *Additional Required Assignments*
 |
| Sept. 9 | * Strategic Role of T&D, continued
 | * **Ch. 2:** L&D Governance, **Ch. 5:** Seven Elements of a life-long learning mindset, **Ch. 11**: Marketing the idea of lifelong learning
* *Additional Required Assignments*
 |
| Sept. 15 | * Sound T&D Programs
 | * **Ch. 10:** Change Mindsets and behaviors, **Ch. 13:** Reinvigorating Blended Learning, **Ch. 15:** Maximizing the impact of feedback for learning and behavioral change, **Ch. 9**: How to improve employee engagement with digital learning
* *Additional Required Assignments*
 |
| Sept. 22 | * Sound T&D Programs, continued
 | * **Ch. 6:** Shaping individual development along the S-curve, **Ch. 12:** Harnessing analytics to shape the L&D agenda, **Ch. 14:** Proven strategies to integrate immersive learning into your organization
* *Additional Required Assignments*
 |
| Sept. 29 | * Training Needs Analysis (TNA)
 | * **Ch. 4:** Learning-needs analysis: Cracking the code
* *Additional Required Assignments*
 |
| Oct. 6 | * Create Design Documents
 | * *Additional Required Assignments*
 |
| Oct. 13 | * Show Design Documents
 | * Additional Required Assignments
 |
| Oct. 20 | * Learning Technologies/
* Develop online Module
 | * **Ch. 3:** Optimizing the partnership with IT
* *Additional Required Assignments*
 |
| Oct. 27 | * Complete online Module
* Review Business Case Expectations
 | * *Additional Required Assignments*
 |
| Nov. 3 | * TBD
 | * *Additional Required Assignments*
 |
| Nov. 10 | Presentations: Business Case  |  |
| Nov. 17 | Presentations: Business Case |  |
| *Nov. 24* | *Thanksgiving Break*  |  |
| Dec. 1 | Presentations: Business Case |  |
| *Dec. 8* | *Student Day – no class* |  |
| Dec. 15 | Final Exam |  |