# PSYC 3305-001: Psychology of Employee Training

Spring 2022

## Instructor Information

### Instructor

Wilma K. Ford, Ph.D.

### Email Address

[wilma.ford@uta.edu](mailto: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 3305-001

### Time and Place of Class Meetings

Every **Thursday** face-to-face from **5:30 p.m. to 8:20 p.m**. at the **Life Sciences Building room 101**.   
Class will begin on January 20, 2022, and end on May 12, 2022. If you have a laptop, please bring it to class (it does not have to include a microphone or webcam for in-use class assignments).

### 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.

### 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

### TBD

### Attendance/ Participation (50%)

### 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 50% of final grade
* Assignments 50% 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](mailto: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](mailto: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 OutlineSpring 2022

**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** |
| --- | --- | --- | --- |
| 1 | Jan. 20 | Introduction | No Assignments |
| 2 | Jan. 27 | Adult learning | TBD |
| 3 | Feb. 3 | Enabling agile learning organizations | Chapter 1 |
| 4 | Feb. 10 | L&D governance | Chapter 2 |
| 5 | Feb. 17 | Life-long learning | Chapter 5 |
| 6 | Feb. 24 | Individual development | Chapter 6 |
| 7 | March 3 | Curation | Chapter 8 |
| 8 | March 10 | Employee engagement | Chapter 9 |
|  | March 17 | Spring Break |  |
| 9 | March 24 | Changing mindsets | Chapter 10 |
| 10 | March 31 | Marketing life-long learning | Chapter 11 |
| 11 | April 7 | Blended learning | Chapter 13 |
| 12 | April 17 | Impact of feedback | Chapter 15 |
| 13 | April 21 | Organizational coaching strategy | Chapter 16 |
| 14 | April 28 | Leadership development | TBD |
|  | *May 5* | *No class* |  |
| 15 | May 12 | Final Exam |  |