

MANAGEMENT 333.01; Management Training & Development 11:45-1pm Tues-Thurs Foster Hall 231 Spring 2008		
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REQUIRED TEXT: Active Training 3rd ed. by Mel Silberman, John Wiley & Sons, 2006.

COURSE OBJECTIVES

1. To research and practice various methods of delivering management training and development programs, including
 - a. lectures and alternatives to lectures to convey concepts
 - b. experiential exercises, games and simulations to investigate group dynamics
 - c. self-assessment tools and questionnaires to stimulate self-reflection
2. To identify the differences between active training and passive training
3. To design strategies to add more "active" training components to training sessions
4. To analyze one's own skills as a trainer and areas needing improvement
5. To conduct training needs assessments via questionnaires and interviews
6. To evaluate the success of a training program as well as the developmental opportunities by collecting and interpreting feedback from training session participants and the course instructor.

GRADING - Attendance is very important!!			
PRODUCT	CRITERIA	POINTS	GRADING SCALE
QUIZZES		300	
Classroom Activities	Attendance* and Participation	200	A = 90-100
Short Training Proposal	Need Assmt., Proj. Plan, Oral & Written Reports, ON TIME!	100	B = 80-89
Long Training Project	Need Assmt., Proj. Plan, Oral & Written Reports, ON TIME!	300	C = 70-79
Peer Evaluation	Mid-term and Final Peer Evals	100	D = 60-69
TOTAL	(Points WILL BE deducted for lateness of any assignment!)	1000	F = below 60
*See Attendance Policy at the end of this document. NOTE: Even if your absence is EXCUSED you must still do MAKE-UP work to earn back the points you missed due to your absence. Unexcused absences are NOT permitted to do make-up work.			.5 is rounded up
			i.e. 89.5 = A-
			89.4 = B+

QUIZZES: If you cannot be present on the day of a quiz, you must make prior arrangements (before the class date of the quiz) to take a make-up quiz during finals week. Anyone who does not show up for a quiz and who did not contact me prior to the quiz WILL NOT be permitted to make up the quiz (unless this is an "authorized" absence, as explained below under "Attendance Policy"). All makeup quizzes will be given during finals week.

IMPORTANT POLICIES AND PROCEDURES

- **KEEP COPIES OF ALL YOUR PAPERS WHICH YOU HAND IN.** This is YOUR job!
- **CHECK** your posted grades for quizzes etc.--any questions regarding grades should be submitted within 2 weeks of the grade being posted, **IN WRITING.**
- **In-class activities are important; if you miss many classes, expect to get a lower grade.**
- See Attendance Policy for missed quizzes/classes--**you MUST make up work to get credit for it!**
- **QUIZZES:** Anyone who does not show up for a quiz and who did not contact me prior to the exam WILL NOT be permitted to make up the exam, UNLESS it is an "excused" absence (see below). All makeup exams will be given during finals week.
- **Professionalism:** Professionalism will be determined by classroom and team behavior. Professionalism will include such variables as attendance, participation, teamwork, attitude, etc. Attendance is required and will be taken at every class meeting (more than 2 absences will be considered excessive). You are expected to participate in classroom discussion and group work activities. **Excessive ABSENCES (more than 3 un-excused) or TARDINESS, SLEEPING, READING newspapers, failing to participate, WHISPERING in class, and doing ASSIGNMENTS FOR OTHER CLASSES,** are just some examples of behaviors that would cause you to lose ALL your professionalism points for that class, or, in the case of excessive absences, for the entire term. Cheating or plagiarism will result in loss of all professionalism points and failure of the course. See Absences Policy below for details regarding absences.
- **ELECTRONIC DEVICES:** There are **NO electronic devices permitted to be used during any class time (no cell phones, laptops, etc.).** You may lose ALL professionalism points for any class in which you use electronic devices.
- **Authorized and Excused Absences:**
 - **EXCUSED ABSENCE:** For documented severe illness or death in the immediate family.
 - **Authorized absence:** It is university policy that "Students making satisfactory progress in their classes will be excused from classes when they are representing New Mexico State University on a university sponsored event (e.g., ASNMSU President represents NMSU at legislative session, student-athletes competing in NMSU scheduled athletic events or education field trips and conferences). Authorized absences do not relieve the student of class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring department." Absences will require a 2-3 page written paper in lieu of attendance.
 - **Religious reasons:** It is the student's responsibility to review the class schedule attached to this syllabus, and to inform the instructor in writing within the first 2 weeks of the student's entering the class, if the student has a religious reason for requesting to be excused from class. As with all excused absences, the student will be required to make up the work missed, usually by writing a 2-3 page paper as make-up work.
- **Tardiness:** Professionalism points may be deducted for students who arrive late or leave early. Prior notification may mitigate such penalties.
- **Incompletes ("I" grades):** Given for passable work that could not be completed due to circumstances beyond the student's control (e.g., severe illness, death in the immediate family). These circumstances must have developed after the last day to withdraw from the course. Requests for "I" grades should be made to the instructor, but must be approved by the Management Department Head.
- **Withdrawals:** It is the responsibility of the student to know important dates such as University drop dates; last day to withdraw with a W is Tuesday Oct 17. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.
- **Cheating:** Cheating will not be tolerated. Punishment for those caught cheating will be an "F" in the course. The person will also be subject to further sanctions as indicated in the student code of conduct.
- **Plagiarism:** This is academic misconduct, and can result in a grade of F for both the assignment and the entire course. It is the student's responsibility to consult the NMSU web site describing what constitutes plagiarism.

- Plagiarism web site: <http://lib.nmsu.edu/instruction/plagiarismforstudents.htm>
- **Suspicion of Academic Misconduct:** Any suspicion of academic misconduct WILL BE PROSECUTED. Any evidence of misconduct (wandering eyes during an exam, written work unlike the bulk of the student's written work, etc.) may result in the student being required to repeat the work under suspicion, at the discretion of the instructor.

STUDENTS WITH DISABILITIES:

Disabilities/Employee Relations: Call the Director of Institutional Equity at 505.646.3635 with any questions you may have about NMSU's Non-Discrimination Policy & complaints of discrimination, including sexual harassment. Call the Coordinator of Services for Students with Disabilities at 505.646.6840 regarding student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

Student Responsibilities

1. Within a few days of the start of the semester, register with SSD & obtain forms.
2. Within the first 2 weeks of beginning of classes (or within 1 week of the date services are to commence), deliver the completed forms to the instructor(s).
3. Within 5 days of giving the forms to faculty & at least 1 week before any scheduled exam, retrieve the signed forms from faculty & return them to SSD.
4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed.

Faculty Responsibilities

1. Within five 5 working days after student gives you the forms, sign them, retain a copy, & return originals to the student.
2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.
3. Refer the student to SSD for any additional accommodations.

TENTATIVE COURSE SCHEDULE - MANAGEMENT 333 Section 01		
DATE	TOPIC	ASSIGNMENT DUE THIS DAY
1/17 R	Introduction; Creating Active Learning Teams	Introduction pp. 1-20; QUIZ
1/22 T	Assessing Training Needs (and Evals)	Ch 1 & Intro pp. 1-40; QUIZ
1/24 R	Developing Active Training Objectives END of ADD/DROP is Monday, 1/28	Ch 2, pp. 41-52; QUIZ
1/29 T	Creating Opening Exercises	Ch 3, pp. 53-70; QUIZ
1/31 R	Brain-Friendly Lectures	Ch 4, pp. 71-96; QUIZ
2/5 T	Alternatives to Lectures	Ch 5, pp. 97-122; QUIZ
2/7 R	Experiential Learning	Ch 6, pp.123-154; QUIZ
2/12 T	Designing Training	Ch 7, pp. 155-164; QUIZ
2/14 R	Sequencing Training	Ch 8, pp. 165-184; QUIZ
2/19 T	Planning Training	Ch 9, pp. 183-192; QUIZ
2/21 R	Using Technology	Ch 10, pp. 191-206; QUIZ
2/26 T	Short Training Proposals Presented in class	Written Proposals DUE
2/28 R	Short Training Proposals Presented in class	Written Proposals DUE
3/4 T	Short Training Proposals Presented in class	Written Proposals DUE
3/6 R	(Toastmasters?) Short Training Proposals LAST DAY to DROP with W is Monday, 3/10	Written Proposals DUE
3/11 T	(Toastmasters?); Beginning Training	Ch 11, pp. 211-228; QUIZ
3/13 R	Leading Training	Ch 12, pp. 229-244; QUIZ
3/18 T	Giving Presentations/Leading Discussions	
3/20 R	Giving Presentations/Leading Discussions	Ch 13, pp. 245-262; QUIZ
3/24-28	SPRING BREAK---SPRING BREAK	
4/1 T	Team Workshop Day	Ch 14, pp. 263-280; QUIZ
4/3 R	Concluding Training	Ch 15, pp. 281-292; QUIZ
4/8 T	On-The-Job Application	Ch 16, pp. 293-314; QUIZ
4/10 R	Evaluating Training	Ch 17, pp. 315-327; QUIZ
4/15 T	Public Presentations	Presentations
4/17 R	Public Presentations	Presentations
4/22 T	Public Presentations	Presentations
4/24 R	Public Presentations	Presentations
4/29 T	Public Presentations	Presentations
5/1 R	Concept Integration Day (Bonus Points Day!)	
5/5-5/9	FINAL EXAM (OPTIONAL)	To Be Announced