

**Training and Development MGT 333**  
**New Mexico State University**  
**College of Business**  
**8:30-9:20 pm MWF**  
**Guthrie Hall 101**  
**Syllabus, Fall 2009**

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Office Hours: Monday 10:30 – 11:30 and By Appointment

### **Required Text**

*Active Training – A handbook of techniques, designs, case examples, and tips*, by Mel Silberman, 3<sup>rd</sup> Edition, (Publisher: Pfeiffer), ISBN# 0-7879-7623-7).

### **Overview**

This is a course in Training and Development. We will discuss the general learning and training theories for the design and execution of training activities. The course is intended for students to have a basic knowledge of how to carry out training in the workplace.

### **Method of Presentation, Teaching Philosophy & Approach**

The course is a mix of lectures and practice. Since it is a training course you will be participating in the learning of your peers by carrying out training activities. We will also use other learning tools such as case studies to understand how theory is applied in practice.

It is the student's responsibility to learn and have an interest on the course. It is also the responsibility of the student to make sure he/she complies with all the requirements for the class. The instructor is a facilitator that will present the knowledge available on the subject.

### **Academic Misconduct**

It is essential that you carry yourself with honesty in your professional life. If any kind of academic misconduct is observed it will be dealt with accordingly. You could receive an "F" in this course or be sent to the proper channels from the University. Think carefully before you decide to behave in an unethical or inappropriate way, it can cost you being expelled from the University.

If you have any questions regarding what constitutes Academic Misconduct, you can consult the online Student Code of Conduct at :

[http://www.nmsu.edu/Campus\\_Life/vpsa/public\\_html/SCOC/misconduct.html](http://www.nmsu.edu/Campus_Life/vpsa/public_html/SCOC/misconduct.html)

A commonly misunderstood academic misconduct is PLAGIARISM. It is relevant for this course that you clearly understand what this term means. The following is the exact definition for this term found in the NMSU Student Code of Conduct (link above):

Plagiarism, is using another person's work without acknowledgment, making it appear to be one's own. Any ideas, words, pictures, or other intellectual content taken from another source must be acknowledged in a citation that gives credit to the source. This is irrespective of the origin of the material, including the Internet, other students' work, unpublished materials, or oral sources. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct. It is the responsibility of the student submitting the work in question to know, understand, and comply with this policy. If no citation is given, then borrowing any of the following\* would be an example of plagiarism:

- o an idea or opinion, even when put into one's own words (paraphrase)
- o a few well-said words, if these are a unique insight
- o many words, even if one changes most of them
- o materials assembled by others, for instance quotes or a bibliography

- o an argument
- o a pattern of ideas
- o graphs, pictures, or other illustrations
- o facts
- o all or part of an existing paper or other resource

\*This list is not meant to include all possible examples of plagiarism.

### **Classroom Behavior**

The use of cell phones, laptops and any other electronic device is not permitted in the classroom. Any electronic device should be turned off before class begins.

If you are found to be using an electronic device in class you will be considered absent on the day of the incident.

If there is a reason why you need to use an electronic device please inform the instructor before class begins and take action to disrupt the class as little as possible.

Please avoid going in and out of the classroom during class time. If you need to do so please inform the instructor before class begins and do it quietly to avoid disrupting the class. I reserve the right to give you an absence if I consider you are out of the classroom for a considerable part of the class.

Food is not allowed in the classroom, drinks are ok.

Avoid reading other materials such as newspapers during class time. If I notice such action I will consider you absent.

In consideration to your classmates and the instructor please wait until we have finished the class to start putting your things away and start to leave.

### **Training Experience**

#### Final Report

You will work in teams to do your final report. The report will consist on choosing a company and writing a report to the CEO of the company regarding the HR challenges the company will face in the future. Details will be discussed in class. You will present your report to the class on the final weeks of the semester.

### **Personal Development Plan**

#### Final Report

You will work in teams to do your final report. The report will consist on choosing a company and writing a report to the CEO of the company regarding the HR challenges the company will face in the future. Details will be discussed in class. You will present your report to the class on the final weeks of the semester.

### **Quizzes**

#### Final Report

You will work in teams to do your final report. The report will consist on choosing a company and writing a report to the CEO of the company regarding the HR challenges the company will face in the future. Details will be discussed in class. You will present your report to the class on the final weeks of the semester.

### **Final Exam**

#### Final Report

You will work in teams to do your final report. The report will consist on choosing a company and writing a report to the CEO of the company regarding the HR challenges the company will face in the future. Details will be discussed in class. You will present your report to the class on the final weeks of the semester.

### Team Policy

Each team will do a 360 peer review. Those peer reviews will weigh the final report grade, and can lower individual team member's grades. If you have a problem team member, the team may elect to fire them. The fired team member can be picked up by another team, or do their own independent project. Please fire early, to leave individual sufficient time to move along in their growth and development.

### Incompletes

The only reason to give an incomplete grade is when an extenuating hardship occurs (e.g., hospitalization, death in the family). The student must be passing the class at the time of the hardship. The student must subsequently provide documentation of the crisis. The student must enter into a contract with the Instructor regarding the work and the time period for completion of the work.

### Grade Appeals

Procedures for grade appeals are on the undergraduate catalog. Be aware that there are deadlines for appealing grades.

### Absences

As college students you are responsible for attending class. Attendance will not directly affect your grades. However it will be considered in the final decision on borderline grades. Therefore, I will take attendance every session.

### Exams Make-Up

You can make up for one exam during the semester providing that your absence during exam day is excused or justified. Make-ups need to be within a week of the missed exam.

#### Excused or justified absence during exam day

In case you need to be absent or missed class for some relevant reason on exam day, make sure I get the appropriate documentation. You can take it to my office, the management department or give it to me on the following class. I will accept documentation within a week of the exam day.

Grading	
Item	Points
Syllabus Quiz	2%
Exams (3 exams – 14% each)	42%
Final Report	40%
Final Report Presentation	16%
Total	100%

#### **Grading Disputes.**

*Any issues you may have about a grade on a particular assignment should be brought to my attention immediately after receiving the grade. After another class session has passed, I will not consider any requested grade changes.*