



<b>Course</b>	<b>HRDV 5000 59 Introduction to Human Resources Development</b>
<b>Term</b>	FA II, 2009, Fort Sam Houston, Texas
<b>Instructor</b>	Name: Wanda Heard Phone: (210) 679-8996 Email: <a href="mailto:wandaheard98@webster.edu">wandaheard98@webster.edu</a>
<b>Catalog Description</b>	This course introduces the area of human resources development. The objective of the course is to expose students to the breadth of human resources development topics. The primary topics are training and development, career management, and organizational development and change. A wide variety of secondary topics may also be covered in this course, employee relations, employee orientation and socialization, performance management and coaching, diversity, and employee counseling.
<b>Prerequisites</b>	None
<b>Course Level Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Students will be able to <b>determine</b> HRD needs in organizations.</li> <li>2. Students will be able to <b>propose</b> HRD programs and solutions for relatively simple organizational problems.</li> <li>3. Students will be able to <b>illustrate</b> how HRD programs influence multiple stakeholder groups.</li> <li>4. Students will be able to <b>apply</b> simple criteria to <b>assess</b> the effectiveness of HRD programs in their own organizations.</li> <li>5. Students will be able to <b>compare</b> textbook descriptions of HRD programs and processes to their own experiences in work organizations.</li> <li>6. Students will be able to <b>validate</b> the relevance and adequacy of their own organization's HRD programs.</li> <li>7. Students will be able to <b>interpret</b> the significance of HRD in organizations.</li> </ol>
<b>Materials</b>	Title: <i>Human Resource Development</i> , 5th edition Authors: Werner & DeSimone Publisher: South-Western ISBN: 0324578741
<b>Grading</b>	Research Project .....20% Analysis of cases/readings.....20% Mid-Term and Final Exam.....50% Class Participation.....10%

	<p><b>The GRADUATE catalog provides these guidelines and grading options:</b></p> <ul style="list-style-type: none"> <li>• <b>A/A-</b> Superior graduate work</li> <li>• <b>B+/B/B-</b> Satisfactory graduate work</li> <li>• <b>C</b> Work that is barely adequate as graduate-level performance</li> <li>• <b>CR</b> Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.</li> <li>• <b>F</b> Work that is unsatisfactory</li> <li>• <b>I</b> Incomplete work</li> <li>• <b>ZF</b> An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal.</li> <li>• <b>IP</b> In progress</li> <li>• <b>NR</b> Not reported</li> <li>• <b>W</b> Withdrawn from the course</li> </ul>
<p><b>Activities</b></p>	<ul style="list-style-type: none"> <li>• Following short lectures to highlight mandatory concepts, class will be led in small group activities.</li> <li>• Class will read and analyze classical and contemporary journal articles from the field.</li> <li>• Students will prepare and conduct classroom presentations, individually and in groups</li> </ul>
<p><b>Policy Statements: University Policies</b></p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><b>Academic Honesty</b> The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b>Drops and Withdrawals</b> Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><b>Special Services</b> If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p>

	<p><b>Disturbances</b>  Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p><b>Student Assignments Retained</b>  From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p><b>Contact Hours for this Course</b>  It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p><b>Course Policies</b></p>	<p>This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student.</p>
<p><b>Weekly Schedule</b></p>	<p>There is no pre-assignment for the course.</p> <p><b>Week 1:</b> Introduction to the course, course requirements, instructor expectations, and methodology for grading. Lecture topics: HR – Orientation, History Environment, and Role. Outside activities: identify available HR reference materials for project and student presentations. Read Chapters 1, 2, 3 &amp; 4.</p> <p><b>Week 2:</b> Lecture topics: How people learn; maximizing learning; training assessment and impact. Read Chapters 5 &amp; 6.</p> <p><b>Week 3:</b> Lecture Topics: HR program design; training the trainers; training implementation and methodology. Read Chapter 7.</p> <p><b>Week 4:</b> Lecture topics: Evaluating training programs. Outside activities: conduct literature review into training evaluation methodologies and outline your findings. Read Chapter 8. Mid-Term Exam Review.</p> <p><b>Week 5:</b> Lecture topics: Employee orientation and teaming techniques. Outside activities: Conduct a literature review of best “teaming” practices. Read Chapters 9 &amp; 10. Student presentations begin.</p> <p><b>Week 6:</b> Lecture topics: Basic skill acquisition and maintenance; technical training; labor relations; and, management coaching. Read Chapters 11 &amp; 12. Outside activities: evaluate several labor contracts or agreements</p>

	<p>currently in use and outline your findings. Student presentations continue.</p> <p><b>Week 7:</b> Lecture topics: Counseling; counseling programs; employee assistance programs (EAP); stress management; and, career management and development. Outside activities: conduct literature reviews into the emerging EAP initiatives and outline your findings. Read Chapters 13 through 15. Student presentations continue.</p> <p><b>Week 8:</b> Lecture topics: Management and leadership dichotomy; global management; organizational development; and cultural diversity. Student presentations may continue as necessary.</p> <p><b>Week 9:</b> Lecture topics: Future trends in Human Resources Development. Final Exam and Final Student Presentations, if necessary.</p>
<b>Additional Information</b>	None