

SYLLABUS

Purpose

The purpose of the course **WED 469 - Training Systems Management** is to introduce students to the administration and management of organizational training and factors which influence, direct and effect the delivery and outcome of instruction.

Goals

The goals of the course are to increase the students awareness and understanding of:

1. Training and development in corporate, apprenticeship, proprietary, government, military or volunteer organizations and secondary and post-secondary education and training institutions;
2. The role and responsibilities of training program managers/administrators;
3. The process of planning, organizing, marketing, programming, staffing, budgeting, assessing and strategic planning of an education and training organization; and
4. The influence and effects of state, Federal and international legislation on individuals and organizations in the workplace.

Prerequisites

To satisfy the prerequisite of the course, the students must:

5. Be coded in the ETD undergraduate specialization (WE 3 or C 17) or WED master's program.

Orientation

- ▶ Administrative considerations
- ▶ Class introductions
- ▶ Organization and use of classroom materials
- ▶ Class meeting format

Units with Learning Objectives

The ten units of the course with their learning objectives are as follows:

Unit One - Human Resource Development

#1 - Review the Role and Function of Human Resource Development

Unit Two - Planning and Organization

#2 - Write an Organizational Mission

- ▶ Purpose
- ▶ Goals
- ▶ Market(s)

#3 - Name the Instructional Organization

#4 - Create an Organizational Logo

#5 - Draw a Functional Organization Chart

Unit Three - Marketing

#6 - Prepare a Learning Needs Analysis

#7 - Prepare a Marketing Plan

Unit Four - Programming

#8 - Prepare a List of Curricular Offerings

- ▶ Occupational Training
- ▶ Employee Education
- ▶ Staff Development

Unit Five - Staffing

#9 - Draw a Personnel Organization Chart

#10 - Prepare an Interview Questionnaire

Unit Six - Facilities Planning and Management

#11 - Draw a Preliminary Design Floorplan

#12 - Prepare a Set of Space-Use Inventory Forms

#13 - Prepare an Equipment-Supplies Order Form

Unit Seven - Financing and Budgeting

#14 - Prepare a First-year Operating Budget

Unit Eight - Assessment

#15 - Prepare a "Program" Assessment Instrument

Unit Nine - Strategic Planning

#16 - Prepare a Strategic Plan Outline

Unit Ten - Workplace Legislation/Issues

Guide

Bortz, Richard F. (2006). *"A learner's and instructor's guide to training systems management."* Carbondale: Training Systems Designers.

Course Products

- ▶ Organizational Development Plan
- ▶ Related Activities Card Set **and/or**
- ▶ Workplace Legislation Report

Related Activities Cards

In addition to completing the readings assigned for the objectives of the course, each student is required to summarize the content of a combined total of ten journal articles, books, newspaper articles, videotapes or other informational resources **related to the management of training** and report their findings on 10 individual 5" x 8" file cards. The card set will be introduced by a card containing the student's name, course number and title, semester and calendar year and location.

Content of the related activities cards will include:

- ▶ Bibliographic Entry (APA style)
- ▶ Summary of the informational source
 - ▶ Purpose/focus
 - ▶ Key points

Workplace Legislation Report

The workplace legislation report is a written summary of any local, state, national or international legislation that has a direct and current impact on the workplace. The report must include the following:

- ▶ Title page
- ▶ One-half page abstract
- ▶ Three pages, double spaced
- ▶ APA style
- ▶ Two or more citations
- ▶ Reference source
- ▶ Margins 1 ½" left, 1" top, right and bottom
- ▶ Paginated
- ▶ 12 point font, Times New Roman or similar type face

Policies

Rollcall: Roll will be taken at the first of each class meeting for on-campus courses and at the beginning of morning and afternoon sessions of weekend courses. Students who do not respond to the roll call will be considered absent for that class session.

Three points will be deducted from the total score earned in the course each time the student is late to class. It is the student's responsibility to advise the instructor otherwise.

Attendance: For students who are absent, points will be deducted from the total score earned on the course materials. For **on-campus** students, a **two class meeting, grace period** exists. Beginning with the **third class meeting**, the following number of accumulative points will be deducted, respectively, for each session missed: 4, 8, 12, 16, 20, 24, 28 and 32.

For **weekend** students, a **one-half day session grace period** exists. Beginning with the second half-day, the above number of points will be deducted for each subsequent half-day session that the student is absent.

Students who leave during the class or attend only the pre- or post-break session will be considered absent for the entire class period.

Project Due Date: Two points per day, not to exceed a total of 14 points, will be deducted from the total number of points earned on projects received after the assigned due date. All three

course products must be submitted for evaluation. Failure to submit only one or two of the assigned course products will result in failure of the course.

Incomplete Grade: An “INC” will be awarded to students who drop the course on or before the date defined by the university and whose class work is satisfactory and up-to-date at that time. The incomplete must be satisfied within a time period determined by the instructor or a failing grade will be assigned. Also, students who do not officially drop on or before the deadline date specified by the university and whose class work does not meet the above criteria will receive a failing grade. Authorization to withdraw from the course for purposes of poor attendance or failing work will not be granted.

Final Grade

The final grade received in the course is based on the number of points earned on the **organizational development plan, related activities card set, legislation report** and **mid-term** and **final examinations**. Point deductions for absences and tardiness will be made at this time. Totals are converted to percentages and letter grades assigned accordingly. See scale below.

Students are encouraged to have individual entries of their organizational plan reviewed by the instructor throughout the semester. No formal evaluation will be made at that time. The informal checks are intended to give students perspective as to the quality of their work and suggest ways in which they might improve it.

Note: The instructor will *answer any and all questions* that students might have regarding their projects *during the semester*. But the final evaluation of the course projects, *en toto*, will not be made until the end of the semester.

| <u>%</u> | | <u>Grade</u> |
|----------|---|--------------|
| 91 - 100 | = | A |
| 80 - 90 | = | B |
| 68 - 79 | = | C |
| 57 - 67 | = | D |
| 0 - 56 | = | F |

Home Page

The following items appear on my WED 469 Home Page.

- ▶ Syllabus
- ▶ Course Product Outline
- ▶ Presentation Guides
- ▶ Visuals Index
- ▶ Visuals Record
- ▶ Test Index - Mid-term Examination
- ▶ Test Index - Final Examination

Course Reserve

The readings for the course are available on the Morris Library electronic “Course Reserve.” However, because the documents are listed alphabetically, you will have to consult the individual LOLAs in your “Learner’s Guide” to identify those assigned to a given objective.

To access the Reserve, complete the following steps.

1. Go to <http://salukinet.siu.edu/> on the Internet.
2. Click “Index A-Z”
3. Click “Library Affairs”
4. Click “Course Reserves”
5. Select “WED 469” from drop down menu in course box
6. Click “Search”
7. Click on the title of the desired publication
8. Click on the “*E-Item: Click Here*” button
9. Enter SIU Identification Number
10. Click “Submit”
11. Read “Warning”
12. Scroll down to first page of publication

Instructor

Richard F. Bortz
Pulliam Hall, Room 215C
Business Telephone: 618 453-1905
Home Telephone: 618 549-4348
FAX: 618 453-1909
E-mail: bortz@siu.edu
Home Page: www.wed.siu.edu/faculty/bortz

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