

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

**HRT6555.E1 Emerging issues in HRT
Spring 2022**

PROFESSOR INFORMATION:

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COURSE INFORMATION:

HRT6555.E1 Emerging Issues in HRT
Level: Graduate
Beginning Date of Session: Saturday, March 12, 2022
Ending Date of Session: Thursday, May 19, 2022

Student access available to the Student Portal: Saturday, Saturday, March 12, 2022.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Strategic Training and Development
Author: Robyn A. Berkley & David M. Kaplan
Publisher: Sage, Inc.
Year Published: 2020
Edition: 1st
ISBN: 13: 9781506344393
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

APA Requirement

APA (American Psychological Association) style is most used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course prepares the student to identify the emerging issues that will affect the human resources and training professional. Students will explore current trends and technologies related to HRT.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Examining current contextual influences and the future direction for contextualizing Human Resources and Training (HRT).
2. Defining key features of business ethics and various ethical frameworks that human resources and training professionals should consider.
3. Identifying the choices, contingencies and various theoretical approaches to strategic HRT.
4. Analyzing the impact of organizational restructuring and the HRT responses.
5. Understanding the implication of globalization for the 21 st century's workforce.
6. Exploring the changing dynamics of the workplace, contemporary developments in the job and work design.
7. Examining HRT in transnational organizations and the role of global HRT professionals in those organizations.
8. Appraising the latest technology in the delivery of training programs.
9. Developing business cases and social equity approaches to diversity management.
10. Designing different change management approaches and key considerations HRT professionals face.
11. Identifying future theoretical and practical challenges in the field of research in recruitment and selection.
12. Understanding the social and cultural factors affecting employee perceptions of fair pay and effectiveness of pay programs.
13. Analyzing the most effective sources for global performance management systems and identifying strategies to enhance the technological delivery of those systems.
14. Examining changes in the workplace environment and its effect of work-life balance programs.
15. Identifying good practices for employee involvement and employee participation in organizations.
16. Exploring the role that HRT plays within the organization and how that role can impact organizational performance.
17. Analyzing the relationship between knowledge and learning to include ways to implement knowledge transfer strategies.
18. Examining the assumptions of total quality management and the key elements of the human resources management cycle.

COURSE POLICIES:

- Guidelines for Written Assignments.** When you submit written work, please prepare it in word-processor using a format/style consistent with professional business practice. All written assignments must use APA standards (see using APA style in the library resources). The following website will provide some examples of proper APA citations (<http://www.apastyle.org>), but the best source is The Publication Manual of the American Psychological Association (7th edition).
- Late Policy for Assignments is as follows:**
An assignment submitted after the due date will be assessed a **10% grade deduction for the first 2 days late and 5% each day afterward up to 5 days**. If circumstances arise that preclude meeting this course requirement or assignment deadline, you must notify me immediately.

If an assignment is turned in 5 or more days late, the assignment will be accepted, but NO points will be earned. When submitting an assignment, please include your name, **HRT6555**, and the assignment title on the first page of the assignment. *When you upload your assignment to Moodle, it must be able to be opened in order for it to be considered on time.* Assignments not submitted correctly will not be graded and will be returned. Resubmitted assignments must still be in by the due date. Due date credit is not given for assignments that are returned ungraded.

All assignments must be submitted by 11:30 pm (CST) on the dates listed to ensure no penalty points will be applied. The student is responsible if a file is submitted that cannot be read and, therefore, cannot be graded. It is acceptable to submit assignments early, however; grading will be according to the stated schedule for the due dates. No work will be accepted after one week past the due dates.

3. **Extra Credit** – There is no extra credit work in this class.
4. **Academic Resources** – When conducting research for an assignment, the majority of your sources should be the textbooks or peer-reviewed academic journals, such as those found in the university library databases. Internet searches will often take you to non-academic information resources such as Wikipedia.com, Ask.com, Encarta.msn.com, Infoplease.com, etc. Information gathered from these sites may be unreliable and inaccurate since they do not follow the formal oversight of the peer review process. Please avoid using these sites. They will not be permitted in this course and will not count towards fulfilling assignments.
5. **Feedback** – Feedback is provided for graded exercises and assignments within 5-6 days of the due date. Moreover, if you need feedback at any time regarding participation assignments, please ask.
6. **Incompletes** – Amberton University policy states that it is up to an instructor's discretion as to whether or not he or she grants an "Incomplete" at the end of the course.
7. **Course Contribution** – You are expected to study and learn, provide on-time completion of assignments, and regularly participate in and supply effective contributions to on-line discussions and activities. Those who demonstrate consistently high quality, professional performance, and who regularly contribute to course activities will earn high grades in this course. As a guideline, you should login to the course and participate in the discussion, at least, two (2) times per week. Please plan on meeting the course requirements schedule. On rare occasions, circumstances beyond your control may result in your missing a course commitment. ***Please contact me in advance of the due dates to discuss your situation.***
8. **Plagiarism** - Students agree that by taking this course, all required papers may be subject to submission for textual similarity review to TurnItIn.com for the detection of plagiarism. All submitted papers will be included as source documents in the TurnItIn.com reference database solely for the purpose of detecting plagiarism in such papers. Use of TurnItIn.com service is subject to the Usage Policy posted on the TurnItIn.com site. The maximum TurnItIn report cannot exceed 20%.

Student's Responsibilities

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

Attendance Policy:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

Plagiarism Policy

Plagiarism is the presentation of someone else’s work as though it were your own. If you use another person’s words, ideas, or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Plagiarism is a violation of the University’s code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

Students agree that by taking this course, all required papers may be subject to submission for textual similarity review to TurnItIn.com for the detection of plagiarism. All submitted papers will be included as source documents in the TurnItIn.com reference database solely for the purpose of detecting plagiarism in such papers. Use of TurnItIn.com service is subject to the Usage Policy posted on the TurnItIn.com site.

COURSE OUTLINE AND CALENDAR:

ASSIGNMENTS: Homework assignments will be taken from the article reviews, exercises, case studies and problems located at the end of each of the chapters.

- Assignment 1 – Due Week 2
 - Assignment 2 - Due Week 4
 - Assignment 3 – Due Week 6
 - Assignment 4 – Due Week 8
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GRADUATE RESEARCH PROJECT: The Graduate Project is discussing a 21st century HRT company issue. The student will produce and record a Power Point presentation (posted to the class). The student learner is expected to do ample research on Human Resources Emerging Issues in Training and provide recent and relevant information

ARTICLE REVIEWS: During this session, there will be article reviews as part of the assignments, and each requires a three (3) page written a critique of peer-reviewed, journal articles related to the reading for the week. There will be an on-line discussion component for each review that will require the student to share the research they have reviewed. Detailed instructions for the assignment will be provided in the course. The reviews must follow APA guidelines and written requirements outlined in the syllabus.

DISCUSSION POSTINGS:

Discussion postings are a two-step process. In Step 1 you will be asked to post a response to a discussion question. This may include textbook questions, reviewing video links, conducting internet searches and/or mini-cases. I am expecting 250 to 400 words in your responses. In Step 2 you will pick two other students’ posting and give them feedback. Your job is not is not to “nit pick” his or her post. If you disagree, provide scholarly-based feedback. You should expand upon the posting content in your response. Be specific in your feedback. I am expecting 75-100 words in each of your responses to other student’s postings. Responses to other students’ postings are due 5 days after the due date for the Step 1 postings.

Grading of discussion postings will be proportioned as follows:

- 60% - your original posting
- 20% - review of one other posting
- 20% - review of one other posting

Week	Topic	Assignment	Competencies Covered	Due Date
1	Training & Development Strategy, Legal Issues in Training & Development	Chapter 1& 2 SHRM Slides	1-4, 11, 12, 14,16, 18	Sunday, March 13, 2022 Orientation to Class; Text Review Syllabus Review 11:30 PM CST

2	Needs Analysis	Chapter 3	4-6	Sunday, March 20, 2022 Assignment 1 Chapters 1-2 11:30 PM CST
3	Learning Theories	Chapter 4 SHRM Slides	1, 3, 4	Sunday, March 27, 2022
4	Training Evaluation: Reaction & Learning	Chapter 5 SHRM Slides	5,6, 14,17	Sunday, April 3, 2022 Assignment 2 – Chapter 3-4 11:30 PM CST
5	Training Evaluation: Transfer & Results	Chapter 6 SHRM Slides	7,8, 14, 17	Sunday, April 10, 2022 Graduate Research Project Topic Approved by Dr. Di
6	Learning Methods & Delivering Options for Face-to- Face Training	Chapter 7 & 8	8,10, 14,15,17	Sunday, April 17, 2022 Assignment 3 – Chapters 5-7 11:30 PM CST
7	Technology- Mediated Training & Development	Chapter 9	6,8,10,11,12	Sunday, April 24, 2022
8	Careers and Succession, Employee Development	Chapter 10 & 11 SHRM Slides	6,8,10,11,12	Sunday, May 1, 2022 Assignment 4 Chapters 8-11 11:30 PM CST
9	Practical Skills For Training and Development,	Chapter 12 SHRM Slides	1-18	Sunday, May 8, 2022 Graduate Research Project Due 11:30 P.M. CST
10	Training for Differences: Understanding Culture and Diversity	Chapter 13 SHRM Slides	5,6,8, 11	Sunday, May 15, 2022 Final Discussion Post Due 11:30 CST

GRADING CRITERIA:

Assignment 1	15%	15 points
Assignment 2	15%	15 points
Assignment 3	15%	15 points
Assignment 4	15%	15 points
Graduate Research Project	25%	25 points
Discussions and Participation	15%	15 points
TOTAL POSSIBLE	100%	100 points

Graduate	
92 – 100	A
82 – 91	B
72 – 81	C

62 – 71 D
Below 62 F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their university email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How To Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
 - Internet browser settings and configuration
 - e-mail and file attachments
 - Uploading and downloading files
 - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

Through the Amberton University Student Portal

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the "Student Portal" link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789
Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: e-sysop@amberton.edu

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

Through the Amberton University Moodle Website

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

Moodle Tutorial:

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

Students are responsible for reviewing the “Communication Guidelines” provided on the individual E-Course for specific instructor requirements.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the “Communication Guidelines” of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

RESEARCH RESOURCES:

The library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the library staff. Students with questions about available services, resources, or research, may contact the library via email at Library@amberton.edu.

RESEARCH ACCESS:

Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site (Amberton.edu) or the library site (Library.amberton.edu) to find links to databased and digital books. Online resources are available all day, every day.

Library Live Chat Feature

Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, “How-to” videos, or in person. The library telephone is (972-279-

6511 ext. 136, 137, or 138. You can email questions to library@amberton.edu or visit the library in person on the Garland campus for assistance.