

Psychology 435 Syllabus: Personnel Training and Development (Fall 2005)

Instructor: Gunna (Janet) Yun

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Class Hour and Room: Tuesday/Thursday, 3:00 to 4:15 pm, Enterprise Hall #275

Office: Robinson B215D

Office Hours: Thursday 1:30 to 2:30 (or by appointment)

Class Web Page: <http://mason.gmu.edu/~gyun1/psyc435.html>

Required Textbook: Noe, R. A. (2005). *Employee Training and Development* (3rd Ed). Irwin/McGraw-Hill.

Course Overview and Objectives

This is an advanced undergraduate course that examines the science, methods, and practice of personnel training and development. The course consists of lectures, discussions, exams, and projects. The orientation of the course consists of a mix between theory and practice. The objective of the course is to survey theory and empirical research relevant to applications of psychology in the context of employee training and development.

The course is designed so that each of these topics will be covered in detail through lectures, projects, and assigned readings. However, the amount learned from the course ultimately depends on you and your preparation for this class. It is expected that you will have read the assigned material before coming to class. Furthermore, the lectures will supplement the assigned readings with material not presented in the readings. Thus, class preparation involves reading all of the assignments and coming to all of the class lectures.

Exams and Projects

Points are obtained in three ways. First, there are three exams worth 100 points each. These exams assess declarative knowledge and will cover both readings and lecture material. Second, there are three graded projects worth 25 points each. These projects assess procedural knowledge and ask you to apply the principles from class. Finally, there is class participation worth 25 points. Participation points are based on *coming to class on time* and *actively* participating. Thus, class participation is strongly encouraged because I want to hear your opinions. Of course, to be able to discuss the topics you must complete the assigned readings before the start of the class sessions.

Your grade for the course is determined by applying the following formula:

Course Points	My Points	
Exam 1: 100	_____	
Exam 2: 100	_____	
Exam 3: 100	_____	
Project 1: 25	_____	
Project 2: 25	_____	
Project 3: 25	_____	
<u>Participation: 25</u>	_____	
Total: 400	_____	+ _____ (extra credit) = _____

The final letter grade will be determined as follows:

A = 90% or above, B = 80-89%, C = 70-79%, D = 60-69%, F = 59% or below

Extra Credit

Students may participate in experiments for up to five (5) hours for extra credit. One point will be awarded per hour. Extra credit points will be added to your final grade of the course. To sign up to participate in an experiment, go to the following website: <https://experimetrix.cc/GMU/>

Missed Deadlines

All projects are due on the assigned date. Missed deadlines for assignments are looked upon with great disfavor. Missed deadlines with no advance notice will be looked on with very great disfavor. **Four points will be subtracted for every day a project is late.** Note that computer problems are not valid excuses for late projects. This means that, if a project is not completed because a "computer crashed" the night before a project is due, it is still considered late. You must plan ahead to make sure the assignments will be completed on time, or turned in early if you must be present for some extreme emergency. Also note that **I do not accept projects by email.**

It is extremely important for you to be present for the exams. If some extreme event requires you to miss an exam (for example, parent undergoing extensive surgery), you must talk to me about missing the exam **before** the scheduled exam date. If you do not meet with me before missing the exam, no make-up exam will be given. The only exception will be for a medical or family emergency, and you must have documented proof of the emergency (for example, doctor's note). Furthermore, you must inform me of the emergency within one week of the regular exam date. Note that all make-up exams will be essay format. Even with a valid excuse the make-up exam will be essay format.

Absolutely no deviations from this policy will be tolerated. Although this policy may seem tough, it is the only fair way to grade. Everybody will receive the same treatment, and there will be no exceptions. The reason you know exactly when projects are due is so that you can plan accordingly to be sure they are done on time.

Lecture Notes

Some of the lecture will be posted on the internet (<http://mason.gmu.edu/~gyun1/psyc435.html>) for you to print out and bring to class. The purpose of posting the notes is to facilitate class discussion by decreasing the time needed to take notes during the class lectures. The on-line notes do not replace the class and lecture material, and you cannot perform well in the class using only the on-line notes.

Class Schedule

Date	Material to be Covered	Reading	Projects
8/29 & 9/1	Introduction to Training and Development	Chapter 1	Project 1 assigned (9/1)
9/6 & 9/8	Strategic Training	Chapter 2	
9/13 & 9/15	Needs Assessment	Chapter 3	
9/20 & 9/22	Learning: Theories and Program Design	Chapter 4	Project 1 due (9/22)
9/27 & 9/29	Transfer of Training/Review	Chapter 5	
10/4	TEST 1	Chapters 1~5	
10/6	Training Evaluation	Chapter 6	
10/11	No Class (Columbus Day Recess)		
10/13	Training Evaluation	Chapter 6	Project 2 assigned (10/13)
10/18 & 10/20	Traditional Training Methods	Chapter 7	
10/25 & 10/27	Technology in Training	Chapter 8	Project 2 due (10/27)
11/1 & 11/3	Employee Development/Review	Chapter 9	
11/8	TEST 2	Chapters 6~9	
11/10	Special Issues in Training and Development	Chapter 10	
11/15 & 11/17	Careers and Career Management	Chapter 11	Project 3 assigned (11/17)
11/22	Special Issues in Career Management	Chapter 12	
11/24	No Class (Thanksgiving Recess)		
11/29	Special Issues in Career Management	Chapter 12	Project 3 due (11/29)
12/1 & 12/6	The Future of Training and Development/Review	Chapter 13	
12/13	FINAL EXAM (1:30 to 4:15 pm)	Chapters 10~13	

Note: Dates are subject to change if necessary. Any revisions to this syllabus will be announced during class time. It is your responsibility to make note of any changes in this syllabus.

Honor Code: The University has set out a clear Honor Code. Student in this course are expected to behave in a manner consistent with the honor code. Violations of the honor code will not be tolerated in this course and any violations will be reported according to University procedures. For more information see <http://www.gmu.edu/catalog/acadpol.html#Honor>.

Disability/Assistance: If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 703-993-2474. All academic accommodations must be arranged through that office.

The add and drop deadlines for classes: Last day to add - Sept. 13th, Last day to drop - Sept. 30th