

COURSE SYLLABUS



COURSE TITLE: BUS 312 Human Resources Development
CLASS SECTION: 01
TERM: Winter 2022
COURSE CREDITS: 3
DELIVERY METHOD(S): Face to Face – 14 Weeks

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Allison Betton (she/her/hers)
EMAIL: bettona@camosun.ca
OFFICE: CBA 269
HOURS: Tuesdays, 11:30 a.m. – 12:30 p.m. or by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Learners will study the role of Human Resources in supporting individual, team, and organizational performance through learning, training, and development. Students will study the strategic importance of training and development, learn how to identify organizational learning priorities, and examine training and development's role as a key tool to support diverse, inclusive, and engaged workplaces. As future HR professionals, students will practice collaboration skills as they work together to identify and propose solutions to training needs. Students will build competency in the design, development, implementation, and evaluation of training and development programs and initiatives.

PREREQUISITE(S): C in Bus 210

COURSE LEARNING OUTCOMES / OBJECTIVES

1. Explain how employee learning, training, and development supports an organization's strategy and goals and diverse, inclusive, and engaged workplaces.
2. Describe how employee learning, training and development is a critical tool for managing individual and team performance.
3. Describe commonly used approaches and tools for organizational learning and best practices for implementation.
4. Work collaboratively in a team to analyze a training need, design and develop a training program to address the training need, and create an evaluation plan for the training program.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Saks, A. M. & Haccoun, R. R. (2019). Managing performance through training and development, 8th edition. Toronto: Nelson Education.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Date	Topic	Readings	In Class Activities	Assessments	Due Date
Jan 11	The Training and Development Process	Chapter 1	Discuss assignments & expectations	Academic Honesty Form due Quiz: Chapter 1 quiz closes	Choose your User Manual due date by Jan 13 (due either Jan 18 or Jan 25) Jan 16
Jan 18 & 25	<ul style="list-style-type: none"> • Training Needs Analysis • Learning and Motivation 	Chapter 3 Chapter 2	View classmates' User's Manuals	User Manual and video due	Half the class due 8:30 a.m. Jan 18; half due 8:30 a.m. Jan 25
				Form teams for Mini-Training sessions	Jan 25
				Quizzes: Chapters 2 & 3 quizzes close	Jan 30
				Training Need Memo due	Choose your due date; half the class due Jan 26; half due Jan 30
Feb 1	Training Design	Chapter 4	Discuss Training Project assignment	Choose team and due dates for Training Project	Feb 3
				Quiz: Chapter 4 quiz closes	Feb 6
Feb 8 & 15	Training Methods	Chapters 5, 6 and 7	Mini-Training Sessions	Mini training session due	By 8:30 a.m. Feb 8 or 15
				Quizzes: Chapters 5, 6 & 7 quizzes close	Teams choose date; half the teams deliver sessions on Feb 8; half on Feb 15 Feb 20

Feb 21-25	Reading Break: NO CLASS				
Mar 1 & 8	• Training Delivery • Training Costs and Benefits	Chapters 8 and 11	Mar 8 • Lesson Plan Test Drive	Quizzes: Chapters 8 & 11 quizzes close	Mar 13
Mar 15	• Training Programs • Management and Leadership Development • Training Evaluation	Chapter 12 Chapter 13 (pp. 417-9, 425-6, 429-46) and Chapter 10	• Lesson Plan Test Drive, round 2	Quizzes: Chapter 10 quiz & Chapters 12 & 13 (one quiz) close	Mar 20
Mar 22	Transfer of Training	Chapter 9	Final exam prep	Quiz: Chapter 9 quiz closes	Mar 27
Mar 29 April 5 April 12	Lesson Deliveries			Team Reflection due 48 hours after lesson delivery	Mar 31, April 7, or April 14
Final exam scheduled during exam week.					

Training Project (Team Project): Choose your Due Dates

Teams choose and **commit to** a set of due dates (one option per team). Maximum three teams per option. No changes permitted unless there is an emergency.

Choose one option	Part I: Needs Analysis and Training Program Overview due	Part II: Lesson Plans, Budget, Evaluation Plan due	Part III: Lesson Delivery date
Option 1	March 1	March 20	March 29
Option 2	March 8	March 27	April 5
Option 3	March 15	April 3	April 12

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Individual Assignments <ul style="list-style-type: none">• User Manual and Video• Training Need Memo• Lesson Participation	10% 10% 3%
Team Assignments <ul style="list-style-type: none">• Mini Training Session• Training Project<ul style="list-style-type: none">• Part I: Needs Analysis and Training Program Overview• Part II: Lesson Plans, Budget, Evaluation Plan• Part III: Lesson Delivery, Team Reflection	10% 15% 15% 7%
Quizzes and Exams <ul style="list-style-type: none">• Chapter quizzes (12 quizzes)• Final exam	10% 20%
TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

See the course D2L site for assignment instructions and grades, rubrics, course materials, and handouts for class. Important information will be posted in the course **News**; ensure you read each item. Due date reminders also appear on the course home page. If you have any questions or concerns, please ask!

SCHOOL OR DEPARTMENTAL INFORMATION

[School of Business Academic Honesty Guidelines](#)

The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is the **student's responsibility** to become familiar with the [guidelines](#), definition, and consequences of academic dishonesty.

[School of Business Academic Honesty Guidelines](#)

Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

Assignments & Exams

Assignment Formatting

The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See <https://camosun.libguides.com/apa7>

- *Submit all assignments into the D2L drop box by your last name.*
 - *In text citations for quotes, paraphrasing, and references must be consistent with APA standards.*
 - *Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.*
 - **All submitted work must be properly referenced to sources.**
- a. Students must submit their assignments on the due date. A grade of zero will be assigned to late submissions. There are no additional assignments or make up exams of any kind if you performed poorly on an assignment, midterm or final exam.
 - b. **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances which must be submitted and then accepted by the instructor. Please advise your instructor **promptly**.
 - c. Students registered through the [Centre for Accessible Learning \(CfAL\)](#) should discuss timelines with their instructors **at the beginning of each semester**.
 - d. Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes from RNs, chiropractors, massage therapists, etc., will not be accepted. Electronic notes will not be accepted. Medical documentation must be received no later than 1 week after the student's absence.
 - e. Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College's [Student Conduct Policy](#).

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling

Support Service	Website
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.