COURSE SYLLABUS

CAMOSUN COLLEGE

COURSE TITLE:	BUS 312 Human Resources Development
CLASS SECTION:	001
TERM:	Winter 2024
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](#).

INSTRUCTOR DETAILS

NAME:	Allison Betton (she/her/hers)
EMAIL:	bettona@camosun.ca
OFFICE:	CBA 230
HOURS:	Thursdays, 1:00 – 2:00 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.

Week/ Date	Topic	Readings	In Class Activities	Assessments	Due Date
Week 1 Jan 11	The Training and Development Process	Chapter 1	Discuss assignments & expectations		Choose your User Manual due date by Jan 12 (due either Jan 18 or 25)
Weeks 2 & 3 Jan 18 & 25	• Learning and Motivation (self-study) • Training Needs Analysis	Chapter 2 Chapter 3	View classmates' User's Manuals	User Manual and video due	Half the class due 2:00 p.m. Jan 18; Half due 2:00 p.m. Jan 25 Choose your Training Need Memo due date by Jan 19 (due either Jan 28 or Jan 30)
				Quiz: Chapter 1 quiz closes	Jan 21
				Form teams for Mini-Training sessions	Jan 25
				Quizzes: Chapters 2 & 3 quizzes close	Jan 28
				Comments on classmates' User Manuals due	Jan 28
				Training Need Memo due	Half the class due 11:59 p.m. Jan 28; half due 11:59 p.m. Jan 30
Week 4 Feb 1	Training Design	Chapter 4	Discuss Training Project assignment	Quiz: Chapter 4 quiz closes	Feb 4
Weeks 5 & 6 Feb 8 & 15	Training Methods	Chapters 5, 6 and 7	Mini-Training Sessions	Mini training session due	By 2:00 p.m. Feb 8 or Feb 15 Teams choose date; half the teams deliver sessions on Feb 8; half on Feb 15
				Form teams & choose Training Project due dates	Feb 12
				Quizzes: Chapters 5, 6 & 7 quizzes close	Feb 18
Week 7	*Reading Break – no class*				
Weeks 8 & 9 Feb 29 & Mar 7	• Training Delivery • Training Costs and Benefits	Chapters 8 and 11	Mar 7 • Lesson Plan Test Drive	Quizzes: Chapters 8 & 11 quizzes close	Mar 10
Week 10 Mar 14	• Training Evaluation	Chapter 10 Chapter 12 Chapter 13	• Lesson Plan Test Drive, round 2	Quizzes: Chapter 10 quiz & Chapters 12 & 13 (one quiz) close	Mar 17

	· Training Programs (self study) · Management and Leadership (self study) Development	(pp. 417-9, 425-6, 429-46) and			
Week 11 Mar 21	Transfer of Training	Chapter 9	Final exam prep	<mark>Quiz:</mark> Chapter 9 quiz closes	Mar 24
Weeks 12-14 Mar 28 Apr 4 Apr 11	Lesson Deliveries			<mark>Team Reflection</mark> due 48 hours after lesson delivery	Mar 30, Apr 6, or Apr 13
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 3	March 18	March 28
Option 2	March 5	March 19	April 4
Option 3	March 7	March 21	April 11

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](#).

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING

Individual Assignments
   • User Manual and Video
   • Training Need Memo
   • Lesson Participation
	10%
	12%
	2%

Team Assignments
   • Mini Training Session
   • Training Project
     · Part I: Needs Analysis and Training Program Overview
     · Part II: Lesson Plans, Budget, Evaluation Plan
     · Part III: Lesson Delivery, Team Reflection
	10%
	
	14%
	14%
	7%

Quizzes and Exams
   • Chapter quizzes (12 quizzes)
   • Final exam
	6%
	25%

TOTAL	100%

If you have a concern about a grade you receive for an evaluation, please 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

Mandatory Attendance at the First Class

Students are required to attend the first class meeting of each course. If a student does not attend and does not contact the instructor prior to the first class with a satisfactory explanation, they forfeit their seat in the course and may be de-registered.

Academic Honesty

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 definition and consequences of academic dishonesty.

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.

Use of AI-Based Writing Tools

This is specifically about ChatGPT but applies to using any artificial intelligence technology in this class. ChatGPT is an AI-based language model that can generate human-like text and is available to students in this course. However, its use is limited to idea generation only. The purpose of this section is to outline the guidelines for using ChatGPT in this course and to specify the restrictions on its use.
- Students may use ChatGPT or other AI-based language models to assist with generating ideas or writing prompts, but the final product must be their own original work. It is essential that students recognize the importance of generating their ideas and thoughts to enhance their critical thinking, problem-solving, and decision-making skills. Therefore, the use of ChatGPT should be seen as a supportive tool, rather than a replacement for students' ideas and efforts.
- Students are not permitted to use ChatGPT or other AI-based language models to complete assignments or exams. Any use of ChatGPT or other AI-based language models for such purposes will be considered academic dishonesty and will result in appropriate action being taken, in line with the College's academic integrity policies.

- If using ChatGPT or other AI-based language models to generate ideas, students must cite the use of ChatGPT or other AI-based language models in their work, following the style guidelines for the course.
- Students are responsible for understanding the limitations and potential biases of ChatGPT and other AI-based language models and for critically evaluating their output.
- The use of ChatGPT or other AI-based language models is not a substitute for participating in class discussions or completing course readings.

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 assignment folder 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 cited AND 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 (CAL) 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

Support Service	Website
Academic English Help	http://camosun.ca/services/academic-supports/multilingual-student-support
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
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 Integrity
Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: https://camosun.libguides.com/academicintegrity/welcome
Please visit https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

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 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.

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 250-370-3841

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.

The full suite of College policies and directives can be found here: https://camosun.ca/about/camosun-college-policies-and-directives

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.