

COURSE SYLLABUS



COURSE TITLE: BUS 312 Human Resources Development
CLASS SECTION: D01 and D02
TERM: Summer 2023
COURSE CREDITS: 3
DELIVERY METHOD(S): W 6:00 PM - 8:50 PM / Online D2L

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: Shelaina Postings

EMAIL: postings@camosun.ca

OFFICE HOURS: Virtual office hours also available by appointment on Thursdays from 11:00 am -1:00 pm

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 of | Topic | Readings | Activities | Activities & Due Dates |
|--------------------------|---|--------------------------|--|--|
| May 1 | The Training & Development Process | Chapter 1 | Course Outline & Expectations | Academic Honesty Form due May 7 Chapter 1 Quiz due May 7 |
| May 8 May 15 | Learning & Motivation/ Training Needs Analysis | Chapter 2 & 3 | Mini Training Teams Assigned by Instructor | User Manual due May 19 Chapter 2&3 Quiz due May 21 |
| May 22 (Victoria Day) | Training Design | Chapter 4 | Review peer user manuals | Training Need Memo due May 26 Chapter 4 Quiz due May 28 Select Training Program Teams of 5 or 6 team members |
| May 29 June 5 | Training Methods | Chapters 5, 6 & 7 | Discuss Training Project assignment | Mini Training Session due June 4 Chapter 5, 6 & 7 Quizzes due June 11 |
| June 12 | Training Delivery | Chapter 8 | Mini Training Session Teams 1 & 2 | Part I: Needs Analysis and Training Program Overview due June 16 Chapter 8 Quiz due June 18 |
| June 19 | Training Costs & Benefits | Chapters 11 | Mini Training Session Teams 3 & 4 | Chapter 11 Quiz due June 25 |
| June 26 | Training Programs Mgmt & Leadership Development | Chapter 12 Chapter 13 | Mini Training Session Teams 5 & 6 | Chapter 12&13 Quiz due July 2 |
| July 3 (Canada Day) | Training Evaluation | Chapter 10 | | Part II: Lesson Plans, Budget, Evaluation Plan due July 7 Chapter 10 Quiz due July 9 |

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|-----------------|----------------------|---|-----------------|---|
| July 10 | Transfer of Training | Chapter 9 | Final Exam Prep | Part III: Lesson Delivery Materials Due July 14 Chapter 9 Quiz due July 16 |
| July 17 | Lesson Deliveries | Part III: Lesson Delivery date Team 1, 2, 3 and 4 | | Team Reflections due 48 hours after lesson delivery |
| July 24 | Lesson Deliveries | Part III: Lesson Delivery date Team 5, 6 7, 8 | | Team Reflections due 48 hours after lesson delivery |
| July 31 | Lesson Deliveries | Part III: Lesson Delivery date Teams 9, 10 and 11 | | Team Reflections due 48 hours after lesson delivery |
| Final Exam Week | | | | |

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 | 10% 10% |
| 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% 10% |
| 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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) 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 |
| 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.