

## COM 453 Communication Training and Development

Instructor:

Email:

Office:

Office Hours:

- Email is the best way to contact me.
- I will return emails within 24 hours (weekdays) and 48 hours (weekends).
- If you have not heard back from me within those time frames, please email me again.
- You may address me as Colter or Mr. Ray, whichever you are more comfortable with.

### ***Overview of the Course:***

This course will include an overview of:

- What training and development entails
- How to complete a needs assessment
- How to develop, deliver, and evaluate a training program
- What ethical components you should consider throughout the process.
- Learn and apply theories to solve problems in *real world* organizations.
- Become familiar with technological tools you can utilize as a consultant in multicultural environments.

### ***Required Book & Necessary Access:***

- Beebe, Mottet & Roach. Training and development: Communicating for success. 2<sup>nd</sup> Edition.
- Ability to download articles from the ASU library
- Access to an organization (business organization; non-profit; student group; etc.).
- Computer capabilities that allow you to watch online videos.

### ***Assignments/Late Work***

- Assignments turned in past the due date lose 10% per day including weekends.
- If you know you will not be online due to religious holidays or university-sponsored events you are welcome to post any assignments, etc. early.
- Any Blackboard system outages will be noted and deadlines will be adjusted *if needed*.
- Individual Internet connection problems are not an excuse for missing deadlines.
- I suggest you turn in assignments a day or several hours before the deadline.

### ***Academic Integrity:***

- I adhere to the ASU Academic Integrity policy and will report violations.
- Violations may lead to failing grades on an assignment, for the course ('XE'), or expulsion.
- Please read the Student Academic Integrity policy  
at: [http://www.asu.edu/studentaffairs/studentlife/judicial/academic\\_integrity.htm](http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm)

- SafeAssign is used for many of the assignments and will cross-reference your work with other papers and sources in order to detect plagiarism.
- To avoid plagiarism, cite any and all sources you use from the internet, any text, etc.

### ***Disability Resource Center:***

If you are registered with the disability resource center *please notify me*. I am more than happy to do whatever is necessary to establish a productive learning environment for everyone.

### ***Assignments:***

#### General Information

- All assignments are due by the time and date listed in your syllabus.
- Directions detailing whether to turn in assignments via Blackboard or post to discussion boards will be provided with each assignment.

#### Professional Communication

While this is an online class, all communication must be professional. *You may incur deductions on assignments if you do not communicate in a professional manner.*

Professional communication includes, but is not limited to:

- Greetings and salutations in emails
- Correct spelling, capitalization, and punctuation
- Full words rather than abbreviations and text messaging type codes, etc.
- In discussion board posts & assignments, cite any sources used using APA style
- Do not use expletives or slang
- Keep in mind that everyone can read your discussion board posts. Do not include personal information that you may not want others to read.

***Assignments*** (There are a total of 500 points available):

#### Accessing Blackboard & Reading Announcements/Assignment Descriptions

- To complete this course successfully it is important that you access Blackboard daily and read course announcements and assignment descriptions.
- Occasionally due dates may change
- You are responsible for staying up to date on any changes to the syllabus, course readings, etc. that have been posted.

#### Discussion Board Responses (20 pts. each: 240 pts. total)

- Total of 12 discussion board assignments in which you will be given a specific task and/or asked to watch a short video and respond to questions about the video from a trainer/consultant perspective or to simply respond to questions posed.
- I will note if you are expected to use citations in your initial response.
- You are expected to provide a formative assessment versus simply share your opinion.
- **11 points** for each individual post.
- **3 points** for each response to a peer (3 expected per DB; 9 points total)

*You are required to provide responses to at least three of your peers' responses for each discussion board. Your responses to peers will not require citations. Criteria and due dates for each discussion board post and peer responses are listed on the discussion board. Each peer response is worth **3 points** (9 points per discussion board).*

### Quizzes

#### Reading Quizzes (5 worth 10 pts. each: 50 pts. total)

- There are five timed quizzes in addition to your syllabus quiz.
- Quizzes will cover material from your assigned readings, Power Point lectures, videos and/or other sources to be announced.
- I will not open quizzes after the due date.
- You will have 10 minutes to complete each quiz.
- You can take quizzes early once they have been posted.
- All quizzes will be posted a minimum of 3 days prior to the due date.

#### Syllabus Quiz (10 pts.)

- You will be asked 10 questions directly from the syllabus in order to ensure you understand the structure and expectations for the semester.
- Allows you to become familiar with the quiz format and system before you take your reading quizzes.

### Assignments 1-5:

Descriptions and criteria for the individual assignments are on Blackboard.

A1: Description of Organization	25 pts.
A2: Bibliography	25 pts.
A3: Needs Assessment Tool	25 pts.
A4: Task Analysis	25 pts.
A5: Final Training Proposal	100 pts.

### ***Calculating Your Grade***

- Add all your points for the assignments and find the corresponding total listed below.

- I will not round grades, offer extra credit, or add points to your score.
- You will receive the letter grade below that corresponds with your point total.

The following is the point breakdown for this course:

496-500 = A+	435-449 = B+	385-399 = C+	300-349 = D
465-495 = A	415-434 = B	350-384 = C	299 and below = E
450-464 = A-	400-414 = B-		Cheating = XE