

COURSE OUTLINE		
<b>TERM:</b> Spring 2019	<b>COURSE NO:</b> BADM 335	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE:</b> Workplace Learning, Development and Design	
<b>OFFICE:</b> LOCAL: <b>E-MAIL:</b> @capilanou.ca	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 3.0
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### **COURSE FORMAT**

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

### **COURSE PREREQUISITES**

45 credits of 100 level or higher coursework

### **CALENDAR DESCRIPTION**

The ability to help others learn is an essential workplace skill. Managers need to train and develop staff and many employees have general orientation and training responsibilities. Human Resources Departments and consulting firms may provide specific training expertise to businesses. This course provides the student with in-depth practical training skills useful in any of these roles, as well as an overview of current training and development programs and practices.

### **COURSE NOTE**

None.

### **REQUIRED TEXTS AND/OR RESOURCES**

Dirksen, J. *Design for How People Learn*, New Riders, 2016.

Saks, A. & Haccoun, R. *Managing Performance Through Training and Development*, Toronto, Ontario: Thomson Nelson, 2015. (Chapters 1, 4)

### **COURSE STUDENT LEARNING OUTCOMES**

On successful completion of this course, students will be able to do the following:

1. Describe the strategic role of training and development within an organization.
2. Describe current research on learning and the brain.

3. Describe the full range of employee development options available.
4. Perform an organizational or individual training needs analysis.
5. Evaluate the effectiveness of a training program.
6. Apply a variety of in-person and online training techniques.
7. Demonstrate facilitation skills in training situations.
8. Design and deliver an interactive training session.
9. Undertake a personal learning experience and career development activities.
10. Evaluate diversity awareness programs.

## COURSE CONTENT

Week	Topic
1	The Strategic Importance of Employee Development The Training and Development Process Organizational Learning
2	Adult Learning Kolb's Learning Cycle
3	Learning Needs Analysis Learning Objectives (Blooms Taxonomy)
4	Learning and the Brain
5	Design for Skills One/One Coaching Practice
6	Training Methods: Instructional Skills Practice On-line Learning
7	Small Group Training Demonstrations Introduction Consulting Project Introduction
9	Seminar Leadership on Games and Gamification
10	Seminar Leadership on Career Development Programs
11	Seminar Leadership on Designing Your Life
12	Seminar Leadership on Workplace Design
13	Consulting Project Preparation
14 - 15	Final Exam Period (Client Presentations and Final Reports Due: - No Final Exam)

## EVALUATION PROFILE:

Assessment	% of Final Grade
Learning Experience Analysis	20%
Seminar Leadership	10%
Quiz	10%
Participation	10%
Training Method Demonstration	20%

Consulting Project Design, Delivery and Evaluation	30%
<b>Total</b>	100%

### Learning Experience Analysis

Students will experience and assess a new structured learning experience.

### Seminar Leadership

Students lead a small group presentation and discussion of one topic.

### Quiz

Assesses student application and understanding of course readings.

### Participation

Students are assessed on their contributions to the seminar leadership activity and field trip participation. The grade for class participation is based on both the frequency and the quality of the student's attendance in class, comments, questions and observations, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight and clarity of remarks. Students are expected to demonstrate active and positive engagement in class discussions that reflect thorough preparation of readings.

### Training Methods Demonstration

Students present a demonstration of an interactive training method to a small group.

### Consulting Project Design, Delivery and Evaluation

Students prepare and demonstrate their Integrated Training and Development Plan.

### GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

### Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

### Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

**Missed Exams/Quizzes/Labs etc.**

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

**Attendance**

Students are expected to attend all classes and associated activities. Specific assignments will include penalties for missed classes when student feedback is required.

**English Usage**

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

Students may use electronic devices during class when indicated by instructor.

**On-line Communication:**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

**Capilano University Security: download the CapU Mobile Safety App****Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University

Community to abide by all laws and University policies, including [B.401 Sexual Violence and Misconduct Policy](#) and [B.401.1 Sexual Violence and Misconduct Procedure](#).

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.