
OAKLAND UNIVERSITY
HRD 3100 – Introduction to HRD
Monday, 6:30pm – 9:50pm
372 South Foundation Hall – Winter, 2018
Section 10002

Instructor Linda A. Watza, PHR
Office Hours by appointment.
watza@oakland.edu

Required Text Werner, Jon, (2017). *Human resource development* (7th ed.). Cengage Publishing.

Course Description Introduction to HRD introduces students to key aspects of the HRD field. This will include an overview of HRD, a definition of the concept of HRD, a description of the concepts, processes and practices that form the basis of successful HRD, a brief overview of the history of HRD, as well as career and organization development.

Expectations

- Come to class prepared. In my own preparation, *I assume that you have at minimum completed the assigned readings* each week.
- Do your fair share, and help others participate and learn.
- Think critically and provide constructive feedback.

Evaluation

<u>Assignment</u>	
Exam #1	20%
Exam #2	20%
Homework	10%
HRD Professional Interview	15%
Training Method Job Aid	20%
Participation & attendance	10%
Peer Evaluation	5%

93+% of possible points – A
90-92% of possible points – A-
87-89% of possible points – B+
83-86% of possible points – B
80-82% of possible points – B-
77-79% of possible points – C+
73-76% of possible points – C
70-72% of possible points – C-
67-69% of possible points – D+
63-66% of possible points – D
60-62% of possible points – D-
<62% of possible points - F

Competition Your classmates are not the competition. In the classroom they are a resource and together you have an opportunity to further your learning. Grading will therefore be on a straight scale (not on a ‘curve’), based on consistent standards.

Exams & Quizzes

The exams provide the opportunity (and motivation!) to go the extra mile to learn material. Exams will cover all material from textbook readings and class discussions. Exams will consist of multiple choice and essay questions. More information will be provided prior to your exams.

**Training Method
Job Aid**

This assignment requires you to work in groups of 3-4 to develop a job aid to help select specific development activities for specific applications. You should minimally take into account participant characteristics (e.g., age, comfort with technology, familiarity with material, type of learning objective, cost, group size, etc.) You can choose any method that would lead an individual to follow a path to determine the best option for a given training situation. This assignment will be further discussed during class.

Homework

Homework will be assigned throughout the course. These are short assignments that we will use together in class for discussions. Homework should be completed before the beginning of class. Late homework will not be accepted.

Interview of an HRD Professional

This assignment requires you to interview an individual who works in the HRD field, whether in HRD, OD, training or related. The purpose for the assignment is to learn about the ‘real world’ of HR, to better understand educational requirements for specific jobs, to explore potential careers, and to practice conducting yourself appropriately in a professional atmosphere. On Moodle, you should turn in a paper with the following:

1. Description of the company based upon your research, how you prepared for the interview, and why you selected the individual/company.
2. Questions you asked and why you asked them. Responses of the interviewee. You can ask whatever questions are of interest to you. What would you like to learn about HRD? You should have 10-12 questions.
3. Your observations and impressions upon completing the interview: did anything surprise you, is working in HRD what you thought it would be, what do you think you will like most/least about working in HRD?
4. Provide the interviewee’s business card (or scanned copy of their business card).

Attendance & Participation

I assume that you are a responsible adult actively engaged in the learning process, and that you are interested in being so engaged during class time to optimize your learning. Should you be absent, you are responsible for obtaining handouts / assignments from your classmates. Attendance will be taken from time to time and / or quizzes given to reward those who come to class, and come to class prepared.

Class Activities

Every attempt will be made to make this course both challenging and fun. HRD is a broad and growing field that combines aspects of business, psychology, counseling, etc.

Bonus Points (maximum 15 in the semester):

- You may earn an additional 3 points toward your grade for each HRD Society and/or SHRM (Society for Human Resource Management) meeting you attend during the semester. Check the top of our Moodle page for links with the event dates. You will submit ½ to 1 page summary of the meeting. This will be due within 1 week of the meeting and submitted through Moodle. Meeting bonus points will be applied to your Exam #3 grade.

HRD 3100 - Course Schedule*

Date	Pre-Class Assignment	In-Class Work
Jan. 8	None	Introduction Syllabus review
Jan. 15	No Class – Martin Luther King, Jr. Holiday	
Jan. 22	Chapter 1: Introduction to Human Resource Development Begin Chapter 2: Influences on Employee Behavior	Lecture / Discussion
Jan. 29	Complete Chapter 2: Influences on Employee Behavior Chapter 3: Learning and HRD	Lecture / Discussion
Feb. 5	Chapter 4: Assessment of HRD Needs Begin Chapter 5: Designing Effective HRD Programs	Lecture/Discussion
Feb. 12	Chapter 5: Designing Effective HRD Programs Chapter 6: Implementing HRD Programs Chapter 7: Evaluating HRD Programs pp. 233-237	Lecture/Discussion
Feb. 19	Winter Break – Enjoy!	
Feb. 26	Prepare for exam	<i>Exam 1</i> <i>(Chapters 1-7)</i>
Mar. 5	Chapter 8: Employee Orientation	Lecture / Discussion
Mar. 12	Chapter 9: Skills and Technical Training	Lecture / Discussion
Mar. 19	Chapter 10 Performance Management and Coaching Begin Chapter 11: Employee Counseling & Wellness Services	Lecture/Discussion
Mar. 26	Complete Chapter 11: Employee Counseling & Wellness Services Chapter 12: Career Management and Development	Lecture / Discussion
April 2	Work on Training Method Job Aid	

Date	Pre-Class Assignment	In-Class Work
April 9	Chapter 14: Organizational Development and Change	Lecture/Discussion
April 16	Finish up your Training Method Aids Paper is due and presentations are made today	<i>Training Method Aid Due</i>
April 19 -22	Prepare for Exam	<i>Exam 2</i> <i>(Chapters 8,9,10,11,12 and 14)</i>

*While every effort will be made to maintain the schedule outlined, class schedule, assignments, etc. are subject to change throughout the semester.

PERFORMANCE APPRAISAL

Human Resource Development Team

Name: _____

The purpose of this form is for each student to evaluate the contribution made by each individual Team member in the HRD 306 Simulation. Please base the evaluation on each individual's total performance during the entire process by providing scores in the first boxes and then a general explanation in the one immediately below using the following scale. This form is confidential, and is to be handed in with the Final Project.

Base your evaluation of the performance of each of your teammates on a 20 point scale. Evaluate in areas of attendance, participation, contribution of ideas, preparation of information, and discharge of duties in regards to the shared responsibilities of the members of the team in general. Also evaluate yourself, and **start with your own name first.**

Name	1-20
Explanation:	
Name	1-20
Explanation:	
Name	1-20
Explanation:	
Name	1-20
Explanation:	
Name	1-20
Explanation:	
