

## FA 251 CORPORATE TRAINING DELIVERY – Spring 2006

**Campus:** Naperville.

**Term:** Thursday evenings, 6:30PM – 9:30PM. Begin March 30 2006, end Thursday , June 8 2006. **10 weeks.**

**Instructor:** Will Johnston, Ph.D. The instructor has created and written professional training, educational, and promotional programs for a wide variety of American clients. **Contact:** Email: edudoc@earthlink.net

**Course Description:** Sophisticated evaluation and validation benefits both student and the organization, signaling that the instruction offered has been received. Refined evaluation techniques provide the training manager with the ability to unearth and modify any program deficiencies.

**Text:** ACTIVE TRAINING—A HANDBOOK OF TECHNIQUES, DESIGNS, CASE-EXAMPLES AND TIPS , M SILBERMAN & C AUERBACH, Jossey -Bass San Francisco

**Competencies:** A-2-C; F-X; H2C; H-2-X

**A. Objectives:** Students will be capable of:

- Designing and creating suitable approaches to the student receiving the training.
- Determining the training efficiency of the program.
- Recognizing steps to be taken to correct any program discrepancies .

**B. Learning Tools:**

- Detailed examination of program outcomes and relating them to hoped-for results.
- In-class group activity in support of the above.
- Personal critique by the instructor.

**C. Evaluation of Work:**

Students will be expected to attend all class sessions, participate in discussions, Write assignments and submissions. This counts for 1/3 of your final grade. *missing one class will make it difficult to finish the course satisfactorily; missing two will make it virtually impossible.*

- Students are expected to attend all class sessions and complete all assignments. Students are expected to arrive on time. This counts for 1/3 of the final grade.
- Demonstrate understanding of course material, in keeping with Point “B” above. Shouldering responsibility for their share of group work. 1/3 final grade.
- Application of the principles identified in the lessons in final paper. 1/3 of final grade.

**D. Standards of Evaluation:**

- Active participation in the course.
- Accurate and to-the-point demonstration of understanding the material.
- Attention to due dates, attendance, and adherence to format.

**E. Grades:** A=90-100; B=80-89; C=70-79; D=60-69. Below 60 is F

**F. Plagiarism.**

Students are expected to observe the University’s established guidelines regarding academic integrity, including the following statement regarding plagiarism, as quoted from the University’s “Handbook for Undergraduate Students”:

*Plagiarism is a major form of academic dishonesty involving the presentation of work of another as one’s own. Plagiarism includes but is not limited to the following:*

*The direct copying of any source, such as written and verbal material, computer files*

*audio discs, video programs or musical scores, whether published or unpublished, in whole or in part, without proper acknowledgement that it is someone else's.*

*Copying of any source in whole or in part with only minor changes in working or syntax, even with acknowledgement.*

*Submitting as one's own work a report, examination paper, computer file, lab report or other assignment which has been prepared by someone else. This includes research papers purchased from any other person or agency.*

*The paraphrasing of another's work or ideas without proper acknowledgement.*

*Plagiarism, like other forms of academic dishonesty, is always a serious matter. If an Instructor finds that a student has plagiarized, the appropriate penalty is at the Instructor's discretion. Actions taken by the instructor do not preclude the College or the university taking further punitive action including dismissal from the University.*

**G. Participation in the Class.**

The instructor seeks an active level of preparation for and participation in classroom activities. It is possible to participate in a non-verbal form; in this case, the student has the responsibility for taking the initiative and informing the instructor of the way he or she elects to participate other than verbally.

Attendance is required. If there is a pressing reason for missing a class session, inform the instructor ahead of time either in person, or by a message, so work may be made up. **More than 1 absence from class can result in failure or lowered grade.** Student is responsible for signing attendance sheet each class meeting.

There will be in-class group assignments; all may not be returned. These are a way to aid the instructor in understanding how you are interpreting the material.

**H. Weekly Sessions: Class Needs May Call For Revisions in the Schedule**

Week One:            Read through of syllabus. Making up student groups. Read Ch. 1 and 2 of  
3/30/2006            text. Group Activity.

Week Two            AIDA format for identifying subject matter for writing projects  
4/6/06

Week Three        4 Levels of Evaluation: Kirkpatrick  
4/13/06

Week Four         Read and understand "Evaluating Learning," beginning p. 39 of text.  
4/20/06            Discuss "Evaluating Learning". Group activity.  
For next week: read "Evaluating Behavior" beginning p. 48.

Week Five:         Discuss "Evaluating Behavior." Group activity.  
4/27/2006  
For next week, read "Evaluating Results", p. 59 of text.

Week Six:          Discuss "Evaluating Results.. Group Activity. Active Writing  
5/04/2006  
For next week: read Ch. 12 and 14.

Week Seven  
5/11/2006      Style sheet for final paper

Week Eight      Style Sheet for Final Paper  
5/18/2006

Week Nine:      Submit draft one of final paper  
5/25/06      Individual conferences with groups

Week Ten:      Final version of paper due to instructor  
6/02/06