

FA 336 Designing Professional Training Programs

Naperville Campus, December Term: Tuesday and Thursday evenings, 6:30PM – 9:30PM. Begin Tuesday, November 29; end Tuesday December 20, 2005. 5 weeks duration.

Instructor: Will Johnston, Ph.D. The instructor has created and written professional training, educational, and promotional programs for a wide variety of American clients.

Email: edudoc@earthlink.net

Credit: 2 hours

Course Description: This course prepares the student to identify and select design elements that maintain interest, and provide efficient, effective, and explicit content devoted to the creation of training as a powerful tool to change the worker's behavior.

Text: ISD from the Ground Up. A No-Nonsense Approach to Instructional Design. Chuck Hodell, 1999. ISBN 1/56286.143.3

Competencies: A-2-B; L-7; F-X; S-2-D; H-2-X. NOTE: May be taken for one competence

A. Objectives: Students will be capable of:

- Identify organizational level to which training should be addressed
- Designing and creating suitable approaches to that level
- Preparing model training instruments
- Distinguishing how reasoning, logic, credibility, and appropriate emotional factors successfully communicate a training program designed to modify a trainee's behavior and/or change organizational environment.

B. Learning Tools:

- Detailed examination of construction and delivery of effective training programs
- 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 arrive on time; attend all class sessions and complete all assignments, sharing the creative load. 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, on-time 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 wording 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.

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

Meeting One: Read through of syllabus. Making up student writing groups. Read p 11 thru 55 in
For next meeting: read p 57 through 78

Meeting Two: Discuss of p 79 through 101. Group Activity.
12/1/05
For next meeting: read p 127 through 154

Meeting Three: Discuss p 127 through 154. Group Activity
12/6/05
For next meeting: read 103 through 124 about evaluating your program and 171 through 184 about web-based training.

Meeting Four: Discuss p 103 through 124, and 171 through 184. through 185.
12/8/05

Week Five: Final paper due 12/13/05 .