

**DePaul University School for New Learning  
Focusing on Assessment of Training Needs**

**Campus:** Naperville. Class ID: 5185

**Term:** Wednesday evenings 6.30PM-9.30PM; begin July 23 2003; end August 20, 2003. **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.

**Contact:** Email: edudoc@earthlink.net

**Credit:** 2 hours

**Course Description:** "Focusing on Assessment of Training Needs" is an in-depth examination of a key element in organizational capability. This advanced course probes deeply into the art and craft of discovering what should be taught, and who should receive training and education in order to achieve the desired results.

**Text:** A Practical Guide to Needs Assessment, American Society of Training and Development, Kavita Gupta.

**NOTE: May be taken for only one competence**

**BA 1999 Competencies: A-2-B; L-7; F-X; S-2-D; H-2-X**

- A. Objectives:** Students will be capable of:
- Identifying organizational level at which training assessment is needed.
  - Designing instruments for assessment.
  - Predicting advantages/disadvantages of selected instrument.
  - Conducting effective interviews.
- B. Learning Tools:**
- Detailed examination of construction and delivery of effective training needs assessments.
  - In-class writing and 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 impossible.*
- Students are expected to attend all class sessions and complete all assignments. This counts for 1/3 of the final grade.
  - Demonstrate understanding of course material, in keeping with Point "B" above. 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 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 2 absences from class can result in failure.**

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

**G. Weekly Sessions:** Class Needs May Call For Revisions in this Schedule

July 23:  
Week One: Read and understand syllabus. In-class reading text, p 1,; "Needs Analysis Planning Checklist." Discussion and amplification of material.  
In-class writing assignment reflecting understanding of material above.  
For next week: read p. 4: "Instrument Formats."

June 30:  
Week Two: Discuss "Instrument Formats" and be able to discuss their advantages and disadvantages.

Lecture: Choosing the Correct Voice for creating the questionnaires: the correct method of writing questions.  
In-class writing assignment reflecting understanding of special characteristics of each assessment form and proper voice.  
Read p.10: "Work Samples."

August 6:  
Week Three:

Discuss "Work Samples" and the problems they can create in needs assessment.  
Discuss Final Paper: this will a Needs Assessment of some work situation the student is familiar with; student will design thorough questioning procedure & tests that will be used to facilitate assessment.  
In-class writing assignment: TBA.  
generate and validate corporate change at the correct level.  
Read p.11: "Nailing Down Needs Assessment."

August 13:  
Week Four:

Lecture and discuss p. 11: "Nailing Down Needs Assessment."  
Lecture: "Treatments—Their Purpose; How to Write Them."  
In-class writing assignment. Prepare a treatment needs assessment.  
Homework: Final Paper.

August 20:  
Week Five

Submit and discuss Final Paper. Class time could be extended for another week to accommodate Final Paper.  
Fill out class and student evaluations.  
Wrap and goodbyes !