Burton J. Abrams  
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Office Hours, Prior to class on Wednesday 3-5pm  
or by appointment  

Human Resource Development (HRER 429)  
Winter Quarter 2013/2014  
Corboy Law Center-Rm 209  

Catalog Description  
This course examines how organizations develop employees with the appropriate technical,  
interpersonal and leadership skills to be effective in their jobs.  

Course Overview  
This course will be conducted by lectures on those topics that are relevant and most important in  
each chapter of the textbook. Class discussion will be used to reinforce such material and there  
will be in class case studies and discussion of outside readings.  

Course Objectives and Learning Outcomes  
Students will learn some basic skills on how to conduct a training needs assessment, set  
learning objectives, establish evaluation criteria, select the best instructional methods and  
how to evaluate the impact of such programs on the employee and the organization.  
Students will study and learn how to use career planning, job rotation and performance  
feedback to develop employees and themselves.  

Required Materials  
TEXT BOOK: Employee Training and Development by Raymond A. Noe
There will be outside readings assigned and/or related articles from professional sources will be passed out in class.

To create a positive learning environment and not to disrupt others, students are required to turn off all electronic devices. Phones will not be used during class and no texting. Turn them off. If you are using a laptop to take notes, that will be allowed but will not be used in class for any purpose but the taking of notes and related information needed for the class.

You are responsible for checking your email and Sakai for any announcements or changes to the class. It is recommended that you check both before and after class sessions.

Course Requirements and Grading Criteria

There will be a midterm and final exam. In addition there will be other assignments during the course of the semester. There will be readings, case studies and other related activities all to be done and turned in on the date due. Outside readings, and articles passed out in class can be included on any exam.

The final grade for the course will be determined as follows:
- Midterm-25%-Dec. 11th
- Final Exam 40%(not cumulative) February 12th
- Written Assignments will be at 20%

Class participation which includes coming to class on time, actively participating and turning in all assignments on time is worth 15%(Do not underestimate the importance of this factor)

In addition to the above percentages, there will be an opportunity to get extra credit for the class participation part of your grade by attending an event sponsored by either Loyola’s Institute of HR or the HRSA association during the term of the quarter. By attending the event and writing a short summary of what you learned at such an event, I will take this attendance at the event in consideration when calculating your participation part of your grade.(15%)

Only one event during the quarter can be used for such extra credit.

Quinlan School of Business Policies:

Attendance
Class attendance and participation are fundamental components of learning, so punctual attendance at all classes, for the full class meeting period, is expected of Quinlan students. The expectation is for students to attend class and to actively participate in class discussions. Participation requires preparation before class which will include the textbook readings and any extra readings or case studies passed out in class. Class time will be spent evaluating, integrating and supplementing the material presented in the textbook. BRING YOUR TEXT BOOK to class since diagrams will be referred to in the book.

If you must miss class, let me know if you can ahead of time. You are RESPONSIBLE for any lecture material, for any assignment given during class as well as any reading or article passed out during class. You are responsible to find out if there were any relevant announcements or changes mentioned in class.

Make-Up Examinations

Loyola University academic policy provides that tests or examinations may be given during the semester or summer sessions as often as deemed advisable by the instructor. Because Quinlan faculty believes examinations represent a critical component of student learning, required examinations should be taken during the regularly scheduled class period. Make-up examinations are discouraged. Exceptions may be granted only by the faculty member or department chair, and only for unavoidable circumstances (illness verified by a signed physician’s note, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, or religious observance). A make-up final examination may be scheduled only with the permission of the appropriate Quinlan Assistant or Associate Dean.

Academic Integrity

All members of the Quinlan School shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication, and falsehood…Plagiarism or cheating on the part of the student in individual or group academic work or in examination behavior will result minimally in the instructor assigning the grade of “F” for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved.

For further information about expectations for academic integrity and sanctions for violations, consult the complete Quinlan School of Business Honor Code and Statement of Academic Integrity on the Quinlan website: http://www.luc.edu/media/lucedu/quinlanschoolofbusiness/pdfs/Honor-Code-Quinlan-July2012.pdf
HRER 429 Course Schedule

<table>
<thead>
<tr>
<th>Class Session Date</th>
<th>Topic &amp; Assignment/Readings</th>
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<tbody>
<tr>
<td>Nov. 6th</td>
<td>Chapter 1-Intro to Employee Training and Development</td>
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<tr>
<td>Nov. 13th</td>
<td>Chapter 2- Strategic Training</td>
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<tr>
<td>Nov. 20th</td>
<td>Chapter 3 -Needs Assessment</td>
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<tr>
<td>Dec. 4th</td>
<td>Chapter 4- Learning and Transfer of Training</td>
</tr>
<tr>
<td>Dec. 11th</td>
<td>Chapter 5- Program Design--(MIDTERM) Chapters 1-4</td>
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<tr>
<td>Jan. 15th</td>
<td>Chapter 6- Training Evaluation</td>
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<td>Jan. 22nd</td>
<td>Chapter 7- Training Traditional Methods</td>
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<tr>
<td>Jan. 29th</td>
<td>Chapter 8- Technology- Based Training Methods</td>
</tr>
<tr>
<td>Feb. 5th</td>
<td>Chapters 9 &amp; 10-Employee Development &amp; Career MGMT</td>
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<tr>
<td>Feb. 12th</td>
<td>Final Exam- Chapter 5-10</td>
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No Class on Nov. 27th Thanksgiving
No Class for four weeks during Winter Break.

Final Exam Month/Day
February 12th 6pm-8pm

Please note: This class may occasionally deviate from the course outline above. The instructor reserves the right to make changes as needed to the course syllabus including the addition of weekly written assignments.