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**Human Resource Development- HRER 322**  
**Section 101(3207)**  
**Spring Semester 2018-Tues/Thurs. 2:30pm-3:45pm**  
**Corboy Rm. 602**

**Catalog Description**

This course examines how organizations develop employees with the technical, interpersonal and leadership skills to be effective in their jobs. The course will incorporate training, development and performance management topics.

**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 also improve their presentation, team leadership, analytical and writing skills.**

**Required Materials**

TEXT BOOK: Employee Training and Development by Raymond A. Noe  
6<sup>th</sup> EDITION, ISBN: 978-0-07-802921-9

There will be outside readings assigned and /or related articles from professional sources will be passed out in class. It is your responsibility to have a fellow classmate

pick up any handouts for you if you know you need to miss a 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 lap top 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. If discovered that the lap top is being used for other than class related notes, your lap top will not be allowed in class.**

### **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.

The final grade for the course will be determined as follows:

Midterm-25%- March 1st, (subject to change)

Final Exam 35%(not cumulative) Saturday May 5<sup>th</sup> - 4:15pm

Written Assignments will be at 25%

**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)**

**Extra Credit will be given in this participation category for attendance at one HRER/HRSA event. Students who attend will submit a one page summary of the Event and what they got out of the event. Papers to be turned in promptly after the event. Credit is given for the event once during the semester for only one class.**

*CHECK YOUR EMAIL AND SAKAI BEFORE AND AFTER EACH CLASS.*

### **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 text book 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 text book. ***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.

If a make-up examination must be given, it is the responsibility of the faculty member to prepare, schedule, and proctor the exam. The only regular exception is for a student athlete, who may use the testing services of the Athletics Department to complete a make-up examination. For a student with a documented special testing need, please consult University policy concerning use of the testing center in Sullivan Center at Lake Shore Campus.

### **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 322 Course Schedule**

<b>Class Session: Week of:</b>	<b>Topic &amp; Assignment/Readings</b>
Jan.16th	Chapter 1-Intro to Class and Chapter 1: Employee T&D
Jan. 23rd	Chapter 1: continued.
Jan.30th	Chapter 2: Strategic Training
Feb. 6th	Chapter 3: Needs Assessment
Feb. 13th	Chapter 4: Learning and Transfer of Training
Feb. 20th	Review and Catch up: Chapters 1-4
Feb.27th	<b>Midterm on March 1st</b> Thursday
March 5-9	SPRING BREAK
March 13th	Chapter 5: Program Design
March 20th	Chapter 6: Training Evaluation
March 27th	Chapter 7: Traditional Training Methods
April 3rd	Chapter 8: Technology Based Training
April 10 <sup>th</sup>	Chapter 9: Employee/Career Development
April 17 <sup>th</sup>	Chapter 10: Social Responsibility-Diversity
April 24 <sup>th</sup>	Catch up and Review for Final
Final Exam:	May 5th Saturday 4:15pm (All material since the midterm)

**Final Exam**

**May 5th Saturday 4:15pm**

**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.**