

Human Resources Development

BUSI-644

CG Section 8WK 11/08/2019 to 04/16/2020 Modified 07/27/2021

Course Description

This course integrates theory with a practical approach to the topic of human resources development (HRD) with a focus on the design, implementation, and management of employee orientation, training, and career development programs. A comprehensive view of the concepts, processes, and philosophies of training and development is presented in this course. Emphasis is placed on current trends and research related to the various aspects of the human resource development function. Students will discuss the history and future of HRD, strategies, methods, materials, and measurement of training programs, as well as apply the processes involved in designing, developing, and implementing appropriate and effective training programs.

Requisites

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](https://catalog.liberty.edu/) (<https://catalog.liberty.edu/>).

Rationale

This course directly supports AIMS of Liberty University's Statement of Purpose. The human resource manager must have the necessary skills to be able to design, implement, and manage an effective training and development program to support the strategic mission of the organization. These skills will be the foundation upon which the resource manager will be able to provide complex decisions with regard to efficiency and effectiveness of the organization's training and development programs.

Measurable Learning Outcomes

Upon successful completion of this course, the student will be able to:

- A. Evaluate organizational development models, theories, and concepts.
- B. Assess the appropriate human resource development needs of an organization.
- C. Design a human resource development program.
- D. Integrate human resource development within the context of a biblical worldview.

Course Resources

Click on the following link to view the required resource(s) for the term in which you are registered: [Liberty University Online Bookstore](https://bncvirtual.com/liberty/) (<https://bncvirtual.com/liberty/>).

Additional Materials for Learning

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Canvas [recommended browsers](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66) (<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>)
- D. Microsoft Word

Course Assignments

Course Requirements Checklist

After reading the Syllabus and Student Expectations, the student will complete the related checklist found in the Course Overview.

Discussions (4)

Discussions are collaborative learning experiences. There are 4 graded Discussions throughout the course. The purpose of Discussion is to generate interaction among students in regard to relevant current course topics. The student is required to post 1 thread of at least 400 words within the Discussion. The student will then post 2 substantive replies of at least 250 words each. For each thread and reply the student must cite at least 3 sources, such as the textbook, the Bible, or other scholarly sources.

Discussion: Biblical Integration

In the Discussion: Biblical Integration, the student will discuss how the Bible relates to the topics covered in the course. The Bible, course textbook, and articles from peer-reviewed journals must be used to substantiate the assertions made in the thread.

Training Proposal, Methodology, and Rationale Assignment

The student is to develop training materials to train employees of a small business. The goal of the training is to meet the needs of both management and employees to accomplish the mission of the organization. The assignment must include all lesson plans.

Literature Review Assignment

The student will write a literature review. This assignment must be completed in APA format and include at least 8 pages of content. The student is required to substantiate his/her writing with at least 10 scholarly sources, 1 of which must be the Bible.

Quizzes (8)

During this course, the student will be required to complete 8 open-book/open-note quizzes. Each quiz will consist of 15 multiple-choice questions comprised of information discussed in the textbook reading.

✓ Course Grading

Course Requirements Checklist	10
Discussions (4 at 80 pts ea)	320
Discussion: Biblical Integration	140
Training Proposal, Methodology, and Rationale Assignment	150
Literature Review Assignment	150
Quizzes (8 at 30 pts ea)	240
Total	1010

Policies

Late Assignment Policy

Course Assignments, including discussions, exams, and other graded assignments, should be submitted on time.

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week after the due date will receive up to a 10% deduction.
2. Assignments submitted more than one week and less than 2 weeks late will receive up to a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted outside of special circumstances (e.g. death in the family, significant personal health issues), which will be reviewed on a case-by-case basis by the instructor.
4. Group projects, including group discussion threads and/or replies, and assignments will not be accepted after the due date outside of special circumstances (e.g. death in the family, significant personal health issues), which will be reviewed on a case-by-case basis by the instructor.

Disability Assistance

Students with a disability and those with medical conditions associated with pregnancy may contact Liberty University's Online Office of Disability Accommodation Support (ODAS) at LUOODAS@liberty.edu for accommodations. Such accommodations require appropriate documentation of your condition. For more information about ODAS and the accommodations process, including how to request an accommodation, please visit <https://www.liberty.edu/online/online-disability-accommodation-support/> (<https://www.liberty.edu/online/online-disability-accommodation-support/>). Requests for accommodations not related to disabilities or pregnancy must be directed to the Registrar's Office, which generally handles medical needs support.

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at equityandcompliance@liberty.edu. Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](https://www.liberty.edu/media/1226/Liberty_University_Discrimination_Harassment_and_Sexual_Misconduct_Policy.pdf) (https://www.liberty.edu/media/1226/Liberty_University_Discrimination_Harassment_and_Sexual_Misconduct_Policy.pdf) or the [Student Disability Grievance Policy and Procedures](http://www.liberty.edu/media/8021/Disability_Grievance_Procedures.pdf) (http://www.liberty.edu/media/8021/Disability_Grievance_Procedures.pdf).

Course Attendance

In an effort to comply with U.S. Department of Education policies, attendance is measured by physical class attendance or any submission of a required assignment within the enrollment dates of the course (such as examinations, written papers or projects, any discussion posts, etc.) or initiating any communication with one's professor regarding an academic subject. More information regarding the [attendance policy](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FOnline%2BAttendance%2BAnd%2BNon-Attendance&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613719138&sdata=%2BNBTsPOoXuHAPLfISQRugK7cRSuV6UyC7qD3agf3l2k%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FOnline%2BAttendance%2BAnd%2BNon-Attendance&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613719138&sdata=%2BNBTsPOoXuHAPLfISQRugK7cRSuV6UyC7qD3agf3l2k%3D&reserved=0>) can be found in the [Academic Course Catalogs](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.liberty.edu%2Findex.cfm%3FPID%3D791&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=DjjhMiRBlNF%2B2ZJUC8eBd1OdNb26S9ADukODYsilXIA%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.liberty.edu%2Findex.cfm%3FPID%3D791&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=DjjhMiRBlNF%2B2ZJUC8eBd1OdNb26S9ADukODYsilXIA%3D&reserved=0>). Regular attendance in online courses is expected throughout the length of the term. Students who do not attend within the first week of a sub-term by submitting a required academic assignment (such as the Course Requirements Checklist, an examination, written paper or project, discussion post, or other academic activity) will be dropped from the course. Students who wish to re-engage in the course are encouraged to contact Academic Advising to discuss their enrollment options. Students who begin an online course, but at some point in the semester cease attending, and do not provide official notification to withdraw, will be assigned a grade of "FN" ([Failure for Non-Attendance](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FUnofficial%2BWithdrawals&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=MoMvZdPfa69InuhVHMHAVgu59ZP0Fw45xJTU9PIBrU%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FUnofficial%2BWithdrawals&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=MoMvZdPfa69InuhVHMHAVgu59ZP0Fw45xJTU9PIBrU%3D&reserved=0>)). Students wishing to withdraw from courses after the official start date should familiarize themselves with the [withdrawal policy](#).

Grading Scale

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
940-1010	920-939	900-919	860-899	840-859	820-839	780-819	760-779	740-759	700-739	680-699	679 and below

For courses with a Pass/NP final grade, please refer to the Course Grading section of this syllabus for the assignment requirements and/or point value required to earn a Passing final grade.

Add/Drop Policy

The full policy statement and procedures are published in the [Policy Directory \(https://wiki.os.liberty.edu/display/IE/Dropping+and+Adding+Online+Classes\)](https://wiki.os.liberty.edu/display/IE/Dropping+and+Adding+Online+Classes).

Honor Code

Liberty University comprises a network of students, Alumni, faculty, staff and supporters that together form a Christian community based upon the truth of the Bible. This truth defines our foundational principles, from our Doctrinal Statement to the Code of Honor. These principles irrevocably align Liberty University's operational procedures with the long tradition of university culture, which remains distinctively Christian, designed to preserve and advance truth. Our desire is to create a safe, comfortable environment within our community of learning, and we extend our academic and spiritual resources to all of our students with the goal of fostering academic maturity, spiritual growth and character development.

Communities are predicated on shared values and goals. The Code of Honor, an expression of the values from which our Doctrinal Statement was born, defines the fundamental principles by which our community exists. At the core of this code lie two essential concepts: a belief in the significance of all individuals, and a reliance on the existence of objective truth.

While we acknowledge that some may disagree with various elements of the Code of Honor, we maintain the expectation that our students will commit to respect and uphold the Code while enrolled at Liberty University.

Adherence to the principles and concepts established within facilitates the success of our students and strengthens the Liberty community.

The Code of Honor can be viewed in its entirety at <http://www.liberty.edu/index.cfm?PID=19155> (<http://www.liberty.edu/index.cfm?PID=19155>).

Schedule

When	Topic	Notes
Course Overview	Student Acknowledgements	Course Requirements Checklist
Module 1: Week 1	Learn	Read: 1 item Watch: 1 item
	Apply	Quiz: Introduction to HRD and Employee Behavior
Module 2: Week 2	Learn	Read: 1 item Watch: 1 item
	Apply	Discussion: Learning and Assessing HRD Needs Quiz: Learning and Assessing HRD Needs
Module 3: Week 3	Learn	Read: 1 item Watch: 1 item

When	Topic	Notes
	Apply	Training Proposal, Methodology, and Rationale Assignment Quiz: Designing and Implementing HRD Programs
Module 4: Week 4	Learn	Read: 1 item Watch: 1 item
	Apply	Discussion: Evaluating HRD Programs and Employee Socialization Quiz: Evaluating HRD Programs and Employee Socialization
Module 5: Week 5	Learn	Read: 1 item Watch: 1 item
	Apply	Discussion: Skills Training, Coaching, and Performance Management Quiz: Skills Training, Coaching, and Performance Management
Module 6: Week 6	Learn	Read: 1 item Watch: 1 item
	Apply	Literature Review Assignment Quiz: Employee Counseling and Career Development
Module 7: Week 7	Learn	Read: 1 item Watch: 1 item
	Apply	Discussion: Management Development and Organizational Development Quiz: Management Development and Organizational Development
Module 8: Week 8	Learn	Read: 1 item Watch: 1 item
	Apply	Discussion: Biblical Integration Quiz: Diversity Training