

# WEB 3110 - Training the Trainer (CRN: 24527)

## Course Syllabus

### Fall 2019

#### Instructor

RC Callahan, M.Ed., CTT+  
He / Him / His  
(801) 626-6063  
rccallahan@weber.edu

#### Office Hours

By appointment only. Please send an email request in advance so an appointment can be scheduled. Depending on my schedule, the meeting may take place on campus or in a virtual environment using Google Hangouts.

#### Course Description

This course includes real-world strategies and techniques to build and deliver effective training through the process of analysis, design, development, implementation, and evaluation. Throughout the course, the concept of developing and delivering training is studied and practiced from both a scientific and artistic viewpoint.

#### Course Outcomes

Upon completion of this course, students will be able to do the following:

1. Identify training needs based on a unique audience (analysis)
2. Design a training module/program with written objectives that contain statements of performance (design).
3. Design/create a training program using interactive training techniques (design)
4. Create visual aids that follow correct design criteria for effective learning (develop)
5. Identify activities that can be conducted at the beginning, middle, or end of training sessions (develop)
6. Facilitate/train a program in both a face-to-face and online environment (implement)
7. Create and revise evaluation forms for training (evaluate)
8. Assess participants to determine whether or not training outcomes have been achieved (evaluate)

# Grading

## Grading Scheme

A	100%	to 93%
A-	< 93%	to 90%
B+	< 90%	to 87%
B	< 87%	to 83%
B-	< 83%	to 80%
C+	< 80%	to 77%
C	< 77%	to 73%
C-	< 73%	to 70%
D+	< 70%	to 67%
D	< 67%	to 63%
D-	< 63%	to 60%
E	< 60%	to 0%

## Assignment Weighting

ACTIVATE: Reading and Attendance = 30%

GATHER: Activities and Assignments = 30%

DEMONSTRATE: Training Materials and Presentations = 40%

## Attendance, Late Work, and Plagiarism

- Attendance is required for all training sessions presented by students and for in-class activities.
- Late assignments will receive a 10% deduction for each day late up to a week. After one week, no assignments will be accepted. Presentations must be completed on the scheduled date and time unless a student has extenuating circumstances such as a car accident or hospital emergency (with documentation). Notification to the instructor must be made within 24 hours of a missed presentation in order to be eligible for 'make-up' work. All make-up work is subject to a 20% late penalty, and must be completed within 14 days of the originally scheduled presentation.
- Students are expected to complete their own work. If you are caught cheating in this course, you will be subject to academic discipline including the imposition of University

sanctions. A description of cheating and possible sanctions is found in the [WSU Student Code](#)

## Course Policies

### Technology Requirements

In this class, ALL coursework will be submitted electronically. Each student will be required to create and upload digital documents, scan and upload hard-copy (in-class) exercises, and access web-based software to complete online assignments. The equipment necessary to complete digital coursework includes a computer with an internet connection, a cell phone with a camera, and a printer with scanning capabilities. If a student does not personally own the necessary equipment to digitally submit assignments in this course, they may use the [computer lab resources](#) on campus.

Plan ahead! Technical difficulties happen, but it is not acceptable to submit an assignment late because your computer crashes 10 minutes before the assignment due date/time. Support services are available. Please call 801-626-7777 for computer related issues, and 801-626-6499 for Canvas related issues.

### Cell Phones, Laptops, and Other Distractions

Technology is welcome in the classroom under the condition that it is being used for educational purposes that relate to this course (i.e.- taking notes, researching topics, submitting journals, taking polls or completing surveys). Any other use is a distraction to the teaching and learning efforts in the classroom. In an effort to provide a distraction free learning space, students are asked to silence cell phones and refrain from browsing the internet, checking email, or text messaging. If there is an emergency, please leave the room to take a phone call or respond to a text. Blatant in-class disruptions will result in a reduction of attendance points.

### Americans with Disabilities Act

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD). SSD can also arrange to provide course materials in alternative formats if necessary. You can contact the [SSD office](#) by phone: 801-626-6413, video phone: 1-866-682-8207, or email: [ssd@weber.edu](mailto:ssd@weber.edu).

### Group Conflicts

Conflict can arise within a work group, particularly when one or more of the members are not fully contributing to the group goal. Should this occur in your group, try and resolve the conflict. If all else fails, invite the instructor to 'mediate' the conflict in order to come to a swift and peaceful resolution. Mediation requires that all group members be present and must be scheduled as promptly as possible.

## Conflicts Regarding Class Assignments or Content

"as members of the Weber State University academic community, students shall: Determine, before the last day to drop courses without penalty, when course requirements conflict with a student's core beliefs. If there is such a conflict, the student should consider dropping the class. A student who finds this solution impracticable may request a resolution from the instructor. This policy does not oblige the instructor to grant the request, except in those cases when a denial would be arbitrary and capricious or illegal. This request must be made to the instructor in writing and the student must deliver a copy of the request to the office of the department head. The student's request must articulate the burden the requirement would place on the student's beliefs." -WSU Policies and Procedures Manual 6-22, Part IV.D.9