

WEB 3110: TRAINING THE TRAINER

CONTACT INFORMATION

PROFESSOR

Noël Alton, DSc
She / Her / Hers
(801) 626-7929
noelalton@weber.edu

OFFICE HOURS

Tuesdays: 10:00–12:30
Thursdays: 1:00–3:30

COMMUNICATION

If you have any questions about the course or need assistance, please schedule a visit during office hours using [Google Calendar](#).

If you need to talk to me outside of office hours, please email me and we will set a time.

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 OBJECTIVES

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

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%

ACTIVATE: Reading and Attendance = 160 points

GATHER: Activities and Assignments = 200 points

DEMONSTRATE: Training Materials and Presentations = 490 points

Total for course = 850 points

COURSE WEBSITE

WSU Online is where course modules, assignments, grades, and announcements will reside. It can be accessed from <https://canvas.weber.edu>. For Canvas-related technical support, please click the HELP link in the top right corner of your screen. You can also call WSU Online at (801) 626-6499 or email wsuonline@weber.edu.

All assignments and projects need to be submitted through Canvas, the university's learning management system. Canvas is also where you will find due dates, reading assignments and descriptions for all work each week.

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.

RESOURCES

READING

The Art and Science of Training

By Elaine Biech

Publisher: ATD Press

Pub. Date: 2017

Print ISBN-13: 978-1-60728-094-1

ASSIGNMENTS

EXTRA CREDIT

Please don't ask for extra credit.

PARTICIPATION

There will be group assignments that you will need to fully participate in. You will also be asked to participate in peer-feedback.

LATE WORK

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 by 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.

COURSE POLICIES

STUDENT EXPECTATIONS IN GENERAL AND DURING COVID

Please refer to the following resources for information about the university's expectations for Fall 2020:

- [Student Expectations for Fall 2020](#)
- [Digital Addendum to Course Syllabi](#)

TECHNICAL SUPPORT

For assistance with Canvas or related technical issues, please call 626-6499. This phone is staffed Mon-Thurs from 8 am - 5 pm and Fridays from 8 - 4:30 pm. You can leave a message during non-business hours for a return call. Alternatively, students can send an email message to wsuonline@weber.edu

If you are having technical issues related to usernames/passwords, please call the Service Desk at 626-7777, or email csupport@weber.edu.

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.

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.

ETHICAL CONDUCT

Any form of academic dishonesty (cheating, plagiarism, etc.) is unacceptable. Proof of academic dishonesty will result in a failing grade (E) for the course. The following is an explanation of cheating, as stated in the student code.

1. Cheating, which includes but is not limited to:
2. Copying from another student's test;
3. Using materials during a test not authorized by the person giving the test;
4. Collaborating with any other person during a test without authorization;
5. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test without authorization of the appropriate University official
6. Bribing any other person to obtain any test;
7. Soliciting or receiving unauthorized information about any test;
8. Substituting for another student or permitting any other person to substitute for oneself to take a test.
9. Plagiarism, which is the unacknowledged (uncited) use of any other person's or group's ideas or work. This includes purchased or borrowed papers;
10. Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit;
11. Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process;
12. Giving, selling, or receiving unauthorized course or test information;
13. Using any unauthorized resource or aid in the preparation or completion of any course work, exercise, or activity;
14. Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions.