



COM 450 Communication Training & Development

Department of Communication & Theatre

Fall 2015 ♦ 3 Units ♦ Tuesday 3:00-4:45 p.m. ♦ C101

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Office hours: Monday & Wednesday 2-3 p.m.;

Tuesday 1-2 p.m.; Thursday 11-12 and by appointment

Required Texts

Brooks-Harris, J.E. (1999). *Workshops: Designing and facilitating experiential learning*. Thousand Oaks, CA: Sage.

Additional Materials: Please plan for an additional expense for copying, printing, binding, and refreshments of approximately \$50/person so please plan accordingly.

On reserve at Ryan Library: *Games Trainers Play* and *More Games Trainers Play*.

PLNU Mission

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Course Description

This course is designed to acquaint the prospective human resources professional, educational director, organizational trainer and/or consultant with significant issues pertaining to organizational training and development. Special focus will be given to the design, implementation, and assessment of instructional programs. Each student in this experiential class will develop a two hour training program suitable for a portfolio and a professional audience and will present one module from this program to the class.

Course Learning Outcomes

Students who successfully complete this course will:

1. Develop a general understanding of adult learning principles and role of training in organization development.
2. Develop an awareness of the knowledge, skills, and abilities essential for success in the training and consulting profession including: needs analysis, program planning/implementation, and evaluation of training.
3. Develop the skills and knowledge required to create and present a training program on a specific topic to address employee and organizational needs.

Assessment and Grading

Below you will find the assignments for the semester. Your grade will be calculated by dividing the number of points you earn by the total number of points at the end of the semester. Course assignments and scheduling

are subject to change due to the nature of the course. All changes will be made orally in class, provided in writing and posted on Canvas.

1. Personality Plus Inventory/Reflection/Presentation- 25 points
2. Needs Analysis/Training Proposal-Two Parts-50 Points Total
3. Group Exercise-25 Points
4. Case Study-50 Points
5. Instructor's Manual for Training Program-150 Points
6. Training Module and Participant's Workbook-100 Points
7. Evaluation/Follow-up-25 Points Total
8. Quizzes (Varying points) & Final Exam- 50 points

Grade Scale

A- = 90-93%; A = 94-97%; A+ = 98-100%:Excellent (*superior, first rate/class, exceptional, superlative paper and tests; engaged in class lecture and discussion, attendance, posture, interest, etc. Comprehensive excellence is needed for a superlative grade in this course.*)

B- = 80-83%; B = 84-87%; B+ = 88-89%:Above average

C- = 70-73%; C = 74-77%; C+ = 78-79%:Average (*mediocre, commonplace, ordinary, passable, fair, midpoint between extremes of excellence and failure.*)

D- = 60-63%; D = 64-67%; D+ = 68-69%:Below average

F = 59% and below: Failure (*omission or lack of satisfactory performance of action or task, inadequate, impassable, etc.*)

Method of Instruction

The course is taught through lecture, discussion, class activities, and a semester project all designed to help you develop critical thinking abilities as they relate to organizational life. Lectures will often introduce material beyond that which is covered in readings and will assume information supplied in the text. Lecture and text should complement, not substitute for each other. It is your responsibility to come to class ready to think, challenge, analyze, and apply the material covered. Additional norms include:

1. Students are expected to attend class and be on time. Failure to make presentations on schedule will result in a failing grade for that presentation. In the event of absence students seek missed information/notes from classmates.
2. GROUP EXPERIENCE: In the workplace today, most work is done in a group context. The ability to manage group experience is one of the most often mentioned skills employers look for in a college-educated person. This class is another opportunity for you to practice effective group management skills and techniques. *It is your responsibility to figure out who you can work with in a semester-long project like this and manage the relationships, tensions, demands and stress of a collaborative project.*
3. All written work must be typed, and attention should be paid to form (including grammar, punctuation, spelling, APA formatting and general appearance) as well as content.
4. Integrity is of great importance. Plagiarism of any sort will not be tolerated and will result in a grade of "F" for the project and possibly the course.
5. Classroom disruption by cell phones or other electronic devices (i.e. text messaging) is prohibited. All cell phones and similar electronic devices must remain turned off and out of sight for the duration of class. A student may face a zero and/or failure in the class if an electronic device is used for cheating during a test.

6. Please DO NOT disrupt class while students are presenting. This includes walking in and out of the classroom. Also, please do not carry on side conversations while the professor is lecturing or during discussion. You can never show too much respect for your professors.
7. Students are required to participate in the workshops of their classmates. Missing more than 2 workshops will lose points from the final grade.
8. Plan on spending approximately \$50 during the semester for presentation expenses. The workshop you present will require handouts, training plan, prizes, refreshments, etc.
9. This syllabus serves as the contract between the students and professor. Your continued enrollment in the course serves as agreement to abide by the policies and information set forth here within.

Course Schedule

Please note: Due to the nature of this course, the schedule is subject to change. All changes will be posted on Canvas and announced in class.

Date	Class plan	Assignment(s) & Readings
Sept 8	Welcome Course Intro & Expectations <i>Personality Plus</i> Inventory	<i>Workshops</i> chapter 1 Decide on Team Building/Ice Breaker Exercise Complete <i>Personality Plus</i> Presentation
Sept 15	Workshop Design and Facilitation Group Formation Ice Breaker/Team Building <i>Personality Plus</i> Presentations	<i>Workshops</i> chapter 2 Workshop Preparation & Planning
Sept 22	Using Learning Styles to Understand Participants and Guide Workshop Design Ice Breaker/Team Building	<i>Workshops</i> chapter 3 Workshop Preparation & Planning
Sept 29	Preparing for Workshop Design Ice Breaker/Team Building	<i>Workshops</i> chapter 4 Workshop Preparation & Planning
Oct 6	Creating a Comprehensive Workshop Design Ice Breaker/Team Building	<i>Workshops</i> chapter 5 Workshop Preparation & Planning
Oct 13	Designing Effective Workshop Learning Activities Ice Breaker/Team Building	<i>Workshops</i> chapter 6 Workshop Preparation & Planning
Oct 20	Directing the Workshop and Creating a Learning Environment Ice Breaker/Team Building	<i>Workshops</i> chapter 7 Workshop Preparation & Planning
Oct 27	Facilitation Skills for Different Types of Experiential Learning Ice Breaker/Team Building	<i>Workshops</i> chapter 8 Workshop Preparation & Planning
Nov 3	Case Study Due Workshop Evaluations	<i>Workshops</i> chapter 9 Workshop Preparation & Planning

	Ice Breaker/Team Building	
Nov 10	Improving Your Workshop Design, Directing and Facilitation Skills Ice Breaker/Team Building Workshop Preparation & Planning	<i>Workshops</i> chapter 10 Workshop Preparation & Planning
Nov 17	Workshops Groups 1 & 2	Prepare Workshop Workshop reflection/evaluation
Nov 24	Workshops Groups 3 & 4	Workshop reflection/evaluation
Dec 1	Workshops Groups 5 & 6	Workshop reflection/evaluation
Dec 8	Workshops Groups 7 & 8	Workshop reflection/evaluation
Dec 15	Course Evaluation and Reflection Final Exam 12/14 10:30 a.m.	

Attendance & Participation

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member has the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. Every absence in this class will result in a five point deduction from final points earned. See Academic Policies in the (undergrad/graduate as appropriate) academic catalog.

Course Credit Hour Information

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a three-unit class delivered over 16 weeks. Specific details about how the class meets the credit hour requirement can be provided upon request.

Academic Honesty and Dishonesty

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As explained in the university catalog, academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Violations of university academic honesty include cheating, plagiarism, falsification, aiding the academic dishonesty of others, or malicious misuse of university resources. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course following the procedure in the university catalog. Students may appeal also using the procedure in the university catalog. See [Academic Policies](#) for further information.

Final Course Grades

Final course grades will be submitted electronically at the conclusion of the semester by the deadline set forth by the university. Any questions regarding final grades need to be addressed within two weeks of the class ending and must be sent in writing to the professor. Grade inquiries beyond that time will not be allowed.

Academic Accommodations

While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may request academic accommodations. At Point Loma Nazarene University, students must request that academic accommodations by filing documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written

recommendations for reasonable and appropriate accommodations to meet the individual needs of the student. See Academic Policies in the (undergrad/graduate as appropriate) academic catalog.

FERPA Policy

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (Note: each faculty member should choose one strategy to use: distributing all grades and papers individually; requesting and filing written student permission; or assigning each student a unique class ID number not identifiable on the alphabetic roster.). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the "Information Release" section of the student portal. See Policy Statements in the (undergrad/ graduate as appropriate) academic catalog.

Final Exam Policy

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the "Class Schedules" site. No requests for early examinations or alternative days will be approved.

Copyright Policy

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.