

# ***Principles of Training and Development***

## **LTEC 4000 Course Syllabus**

**University of North Texas  
Department of Learning Technologies**

***Instructor:***

**Dr. Jeff M. Allen**

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Director, Center for Knowledge Solutions  
University of North Texas  
Editor, [Performance Improvement Quarterly](#)

**Contact Information:**

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**Course Description**

Investigates the design, delivery and evaluation of training and development programs. The relationship of modern technology and training theories are addressed.

**Credit Hours**

3 hours.

**Course Philosophy**

This course is organized to assist students who are interested in learning how to serve as an internal or external change agents to help organizations reach optimal effectiveness by bringing out the best in their people via training, education, and development activities.

This course is significantly different from other undergraduate courses. Students are expected to be proactive in this competency-based course. This course is a course with several simple development rules:

*100% online, module-based, asynchronous, no textbook, no final, open exit*

This means that you, the student, are in control of when you have completed the course. You may complete it in 2 weeks, or continue right up until the last deadline.

**Notes for this semester**

This is a newly reorganized class. You are the set of student to work in this new format. There are going to be errors and growing pains. Please provide feedback so that we can continue to make the course better.

**Course Evaluation****Evaluation Scale**

A =	90 – 100%	B =	80 – 89%
C =	70 – 79%	D =	60 – 69%
F =	59% or below		

**NOTE:** *ALL LATE MODULES WILL RECEIVE A LETTER GRADE OF "F".*

*Missing deadlines is not a business practice that allows employees to earn a living – for very long.*

Assignment	Percentage of Final Grade
Module 1: Learning Theory and Design	10%
Module 2: Needs Assessment	10%
Module 3: Training Methods	10%
Module 4: Design and Development	20%
Module 5: Training Evaluation	30%
Module 6: Career Development	20%

**Due Dates:**

**This means that the module is due by 5:00p on the date listed. ALL LATE MODULES WILL RECEIVE A LETTER GRADE OF "F". Missing deadlines is not a business practice that allows employees to earn a living – for very long.**

Assignment	Due Date
Module 1: Learning Theory and Design	September 23 <sup>rd</sup>
Module 2: Needs Assessment	October 7 <sup>th</sup>
Module 3: Training Methods	October 21 <sup>st</sup>
Module 4: Design and Development	November 11 <sup>th</sup>
Module 5: Training Evaluation	November 25 <sup>th</sup>
Module 6: Career Development	December 1 <sup>st</sup>

## Course Communications

**Contact Dr. Allen:** [www.sageperformance.com/drjeffallen/contact.htm](http://www.sageperformance.com/drjeffallen/contact.htm)

Telephone: 940.453.9020

Emergency Contact: [Mary.Chandler@unt.edu](mailto:Mary.Chandler@unt.edu), 940.565.3710. Contact Mary if you have trouble contacting Dr. Allen.

### Where to Find Assignments

We will not be using Blackboard this semester.

We have created a course Dropbox is located at:

<https://www.dropbox.com/sh/zaq98qhgaw3wwkf/AADr2KmPL2sYQ1hYC5-WKhz5a?dl=0>

### How to Turn in Assignments

Email: Jeff.Allen@unt.edu **Please list course # in the subject line**

**SUBJECT: 4000 – name of assignment**

Web Portfolio You are welcome to create a course website. Email a link to Dr. Allen prior to the due date of EACH MODULE.

Assignments: **Assignments are due no later than 5:00pm on the designated date.** Please consider electronic communication difficulties. The student is responsible for all course deadlines – plan to turn in a few days early.

Be sure to keep a copy of your assignments (just in case).

### Open Exit

You are in control of the time that you spend in the course. You are finished when you have completed and turned in all of the course modules. It is to your advantage to confirm with Dr. Allen your module and course grades.

## ***Classroom Disability Accommodations***

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. A copy of the College of Education ADA Compliance Document is available in the Dean's Office, Matthews Hall 214. *It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications.* The following information is from : <http://www.unt.edu/oda/oda-facg.htm>. Additionally, this site provides a set of FAQ for students and faculty.

### **University Policy of Disability Accommodations**

In accordance with Section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of North Texas endeavors to make reasonable adjustments in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in University programs or services, the department or agency responsible for the program or service to which the individual requires access will work with the Office of Disability Accommodation and appropriate federal and state agencies to ensure that reasonable accommodations are made.

The student requiring special accommodation or auxiliary aids must make application for such assistance through the Office of Disability Accommodation. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested.

The University assumes no responsibility for personal assistance necessary for independent living nor for specialized medical care. Students requiring personal attendants or mobility assistants must employ such persons at their own expense before completion of registration. Students requiring specialized medical care above and beyond that ordinarily offered through the Student Health Center should be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

Changes may be made as long as it does not compromise the quality of education. Cooperation of faculty, staff, and students is needed to help with physical access and to meet academic requirements. For example, giving extra time on tests or assignments, substituting courses, or adapting classroom presentations (like allowing tape recorders, note takers, or asking a professor to face the class when speaking to allow students to lip read) may be done.

Questions or concerns about discrimination on the basis of disability or about equal educational opportunities for persons with disabilities should be directed to Cassandra Berry, Equal Opportunity Office, Room 203, Administration Building, 565-2456. Information concerning specific accommodations to provide equal opportunities is available: The **Office of Disability Accommodation, Suite 324, Union, (940)565-4323.**

### **University Policy of Honesty and Integrity**

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term “plagiarism” includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

**IF YOU HAVE QUESTIONS: ASK!**

**We are in a first run semester!**

**We need your feedback!**