Communication 650
(Communication Training and Development-
(Fall 2011))

Instructor: Richard N. Armstrong, Ph.D.
Office: 209 Elliott Hall
Office Hours: 4:00-5:30 M, 12:00-12:30 T & R and by appointment
Phone: 978-6050
Fax: 978-3006
E-mail: rick.armstrong@wichita.edu
Class Meets: 5:35-8:20 Monday Night
Classroom: 105 Elliott Hall

Catalogue Course Description:
An examination of communication concepts, processes, technologies, and strategies related to training and development. Course includes the application of these elements to formal instruction across disciplines and at various educational levels as well as in most professional training settings.

Required Text:

Course Objectives:
It is contemplated that students successfully completing Communication 650 will:

1. Gain an introductory appreciation for what is involved in communication training and development.
2. Learn the rudiments of how to assess a training need.
3. Gain experience in assembling training packages.

4. Acquire basic experience in facilitating/delivering training sessions.

**Requirements/Evaluation:**

1. **Individual Training/Development Presentation**  
   Presentation must focus on a practical topic related to course material in the communication training and development field that will benefit trainers.  
   (75 points determined by instructor and 75 points determined by peer trainers)

2. **Team Consulting Project**  
   Teams will develop a slide (PowerPoint, Keynote, etc.) training session (with notes, activities, assignments, etc.) on a topic provided by the instructor. Fifty of the 200 points will be reserved for team evaluation of each individual member’s contribution to the team project.

3. **Attendance**  
   Each trainer begins the course with 100 attendance points. Each unexcused absence results in a 15-point deduction from the 100 points available for attendance. No more than one absence may be of the excused type. Work is not an acceptable excuse for missing class.

4. **Quizzes**  
   There will be several quizzes.

5. **Personal Development Activity**  
   Each trainer is responsible for a 2 page report on a personal development activity completed during the semester. This activity must be separate from, for example, a job or co-op education placement.

6. **Importance of Training and Development**  
   Each trainer will be recorded delivering a 10-minute presentation on why training and development is important in the organization. (25 points determined by the instructor and 25 points determined by peer trainers)

7. Trainers then take the **Importance of Training and Development** recording home and critique their performance in a 2 page paper.
### SUMMARY OF COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Possible</th>
<th>% of Grade</th>
<th>Pts. Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indiv. TD Pres.</td>
<td>150</td>
<td>19</td>
<td></td>
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<tr>
<td>Team Consult.</td>
<td>200</td>
<td>25</td>
<td></td>
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<tr>
<td>Attendance</td>
<td>100</td>
<td>13</td>
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<tr>
<td>Quizzes</td>
<td>200</td>
<td>25</td>
<td></td>
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<tr>
<td>Personal Dev. Paper</td>
<td>50</td>
<td>6</td>
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<tr>
<td>Impt. of TD Pres.</td>
<td>50</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Critique of TD Pres.</td>
<td>50</td>
<td>6</td>
<td></td>
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<tr>
<td><strong>Total Pts. Possible:</strong></td>
<td><strong>800</strong></td>
<td><strong>100%</strong></td>
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### Final Grade Determination:

- 94-100% or more of the available points: A
- 89-93% of the available points: A-
- 86-88% of the available points: B+
- 80-85% of the available points: B
- 77-79% of the available points: B-
- 74-76% of the available points: C+
- 70-73% of the available points: C
- 66-69% of the available points: C-
- 62-65% of the available points: D+
- 57-61% of the available points: D
- 54-56% of the available points: D-
- Below 54% of the available points: F

### TENTATIVE SCHEDULE OF READINGS AND ACTIVITIES

(Instructor reserves the right to modify schedule as deemed necessary)

**Mon.  Aug. 22**

**Introduction to the Course, Academic Honesty Policy, and Review of Oral Communication Competencies**

**Trainer:** Professor Armstrong

- Read Chapter 1 and Chapter 7 for next time
Mon. Aug. 29  |  Introduction to Employee Training and Development

Trainer: Professor Armstrong

Traditional Training Methods
Trainer: Professor Armstrong

Team Time

Read Chapters 2 & 3 for next time

August 26 is the last day to drop a course and NOT have it appear on your Transcript

Mon. Sept. 5  |  Labor Day Holiday. No class.

Mon. Sept. 12  |  Strategic Training

Trainer: Professor Armstrong

Needs Assessment
Trainer: Professor Armstrong

Team Time

Read Chapters 4 & 5 for next time

Mon. Sept. 19  |  Learning: Theories and Program Design

Trainer: Professor Armstrong

Transfer of Training
Trainer: Professor Armstrong

Team Time

Read Chapter 6 for next time
Mon. Sept. 26  Training Evaluation

Trainer:  Professor Armstrong

Team Time

Read Chapter 8 for next time

Mon. Oct. 3  E-Learning and Use of Technology in Training

Trainer:  Professor Armstrong

Team Time

Read Chapter 9 for next time

Mon. Oct. 10  Employee Development

Trainer:  Professor Armstrong

Team Time

Read Chapter 10 for next time

October 12th is mid-semester point

Mon. Oct. 17  Fall Break. No class.

Mon. Oct. 24  Special Issues in Training and Employee Development

Trainer:  Professor Armstrong

Read Chapter 11 for next time

Mon. Oct. 31  Careers and Career Management

Trainer:  Professor Armstrong

Read Chapter 12 for next time

November 1st is last day to drop a course with a “W”
Mon. Nov. 7  
**Special Challenges in Career Management**

**Trainer:** Professor Armstrong

Read Chapter 13 for next time

*Importance of Training and Development In the Organization*  
(10 minutes each)

**Trainer:**

**Team Time**

Mon. Nov. 14  
**The Future of Training and Development**

**Trainer:** Professor Armstrong

*Importance of Training and Development In the Organization*  
(10 minutes each)

**Trainer:**

**Team Time**
Mon. Nov. 21  **Training and Development Presentation by Graduate Trainers enrolled in the course:**

**USING THE INTERNET TO ENHANCE EMPLOYEE TRAINING**

Individual Training/Development Presentations
(15 minutes each)

Trainer:
Trainer:
Trainer:
Trainer:
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Trainer:

**Team Time**

Mon. Nov. 28  **Individual Training/Development Presentations**
(15 minutes each)

Trainer:
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Trainer:
Trainer:

Mon. Dec. 5  **Last Day of this Class. Last Day of the Semester is December 8.**

**Team Project Presentations**

**Team Project**

The Team Project is to compose a new syllabus for the Communication 750C workshop. In addition each team should produce a 15-20 slide presentation detailing how you would suggest that the course be taught. A 5-6 page participant guide should be submitted which accompanies the PPT slides as well. The audience is a group of potential instructors, including GTA’s, for Comm. 111. The idea is to train them how to teach Comm. 111.
NOTES:

1. As a general rule, one point will be deducted on written assignments for each error (spelling, grammar, typos, extra spaces, incorrect margins, syntax, etc.) discovered. In addition, five points will be deducted for each instance of failure to follow instructions. All written assignments should be typed.

2. You may access the myWSU for grade information after the semester ends. Grades will not be available from the instructor.

3. Unless there is an impending emergency or other unusual circumstance that you have discussed with me, it would be appreciated if cell phones and pagers could remain off during class time, as per official WSU policy.

4. Each graded presentation must include, at a minimum, two instructional aids such as overhead projector, PowerPoint, Elmo, VCR, flipchart, board, Internet, etc. Each presentation must always include at least one electronic instructional aid.

5. When a WSU course includes both undergraduate and graduate students, which Comm. 650 does, “a discernibly higher level of performance is expected from graduate students with the nature of this differential performance set by the professor” (WSU Graduate Catalog, 2011-2012, p. 18). As per WSU policy, then, graduate students will be given additional responsibilities as deemed appropriate.

6. If a trainer misses a scheduled presentation and can provide no official documentation acceptable to the instructor to justify the miss, there will be a 50% reduction in the grade for that assignment. Since this is a performance class, each trainer is expected to complete all assignments. It will not be possible to earn a passing grade without completing all in-class presentations.

7. **Statement on Academic Dishonesty.** All work should be mostly your original effort. If the work of others is used (writings, visuals, etc.), proper credit must always be given to the source. When in doubt, attribute. Plagiarism or other forms of academic dishonesty will result in a grade of F on the assignment in question and may subject the offender to additional Elliott School and/or WSU penalties.