COURSE SYLLABUS & OUTLINE

Course Title: Human Resources Development, Online
X 482.201

Quarter: Spring 2012

Instructor: Rachel Choppin, Principal, HR 4 You
Instructor, UCLA, UC Davis and UCI Extensions in California; Afeka College, College of Management, Interdisciplinary Center (IDC) Herzliya in Israel

Meeting Times: 4/12 – 06/07/12

Location: Online

Office Hours: By Appointment

Course Description:

This course examines the primary role of human resources development (HRD) in the organization to help people and organizations effectively manage change. This highly interactive course focuses on strategies for assessing, designing, and implementing training and organizational development efforts that positively impact the performance of the individual and the work group. The course also provides an overview of change interventions, including training and staff development; succession planning and performance management; factors that influence HRD; the consulting role and skills of the HRD professional, including facilitation and group dynamics; and the trends in HRD, such as human performance technology and the work out process model.

Goals & Objectives:

This class is designed to provide the practical application of the theories and tools learned in this and other classes when dealing with HRD functions. It will focus on the role of HR in impacting executive leadership, line management, staff development, performance management, change, succession planning and training. Topics will include:

1. Current trends in HR and training
2. Leading and managing change
3. Performance management
4. Training programs
5. Succession plans
6. Motivation and employee engagement
7. Career development
8. Coaching and mentoring
9. Leadership development
**Required Textbook:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Human Resource Development</th>
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<tbody>
<tr>
<td>Author</td>
<td>Jon M. Werner and Randy L. DeSimone</td>
</tr>
<tr>
<td>Edition</td>
<td>6th Edition (e-textbook version is available)</td>
</tr>
</tbody>
</table>

**Grading:**

**Course Requirements and Calculation of Final Grade:**

<table>
<thead>
<tr>
<th>Task Type</th>
<th>Discussion Forum</th>
<th>Midterm Project</th>
<th>Final Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Final Grade</td>
<td>50% Responding to weekly discussion questions and participation</td>
<td>20% Research project</td>
<td>30% Final team project</td>
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Total possible points: 100 which will produce the following grades:

- A - 90 points and above
- B - 80 points and above
- C - 70 points and above
- D - 60 points and above
- F - Below 60 points

A grading template with points for each weekly discussion question, participation and projects will be posted online.
Students are expected to…

- Participate actively, constructively and meaningfully in all course forums at least **3 times throughout the week.**
- Notify me as soon as possible if you they have an emergency or need more time for an assignment (late assignments will be granted within a time frame of up to two weeks / 14 days from receipt of notification)

The class participation will be evaluated based on the following:

- The quality and frequency of your contributions.
- The ability of your comments to motivate and engage others in a collaborative effort.
- Whether your contributions are timely and meet deadlines

The research and final projects will be evaluated by the instructor and peers according to:

- Quality and depth of projects
- Creativity of the approach
- Clarity of the message
- Quality of presentation to the class

Please note that **ALL COURSE GRADES ARE FINAL.**

**Incomplete:** The interim grade Incomplete may be assigned when a student's work is of passing quality, but a small portion of the course requirements is incomplete for good cause (e.g. illness or other serious problem). It is the student’s responsibility to discuss with the instructor the possibility of receiving an “I” grade as opposed to a non-passing grade. The student is entitled to replace this grade by a passing grade and to receive unit credit provided they complete the remaining coursework satisfactorily, under the supervision of and in a time frame determined by the instructor in charge, but in no case later than the end of the next academic quarter. At that time, the Registrar will cause all remaining Incompletes to lapse to the grade "F". **Note:** Receiving an “I” does not entitle a student to retake all or any part of the course at a later date.

**Student Behavior** involving cheating, copying other’s work, and plagiarism are not tolerated and will result in disciplinary action. Students are responsible for being familiar with the information on Student Conduct in the General Information Section of the UCLA Extension Catalog or on the website at [www.uclaextension.edu](http://www.uclaextension.edu)

**Code of Conduct**

All participants in the course are bound by the University of California Code of Conduct, found at [http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc100.html](http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc100.html)

**Netiquette**

In an online classroom, our primary means of communication is written and has many advantages: more opportunity for reasoned thought, more ability to go in-depth, and more time to think through an issue before posting a comment. However, written communication has certain disadvantages, such a face-to-face signaling that occurs through body language, intonation, pausing, facial expressions, and gestures. As a result, be aware of the possibility of miscommunication and compose your comments in a positive, supportive, and constructive manner.
<table>
<thead>
<tr>
<th><strong>COURSE OUTLINE</strong></th>
<th><strong>Forums, Assignments &amp; Discussions</strong></th>
<th><strong>Reading</strong></th>
</tr>
</thead>
</table>
| **Week One** 4/12 - 4/18 | Discussion Board – Water Cooler Participant Introductions  
Review the syllabus and course overview and post an introduction and your expected learning outcomes in the Water Cooler forum  
Optional Open House Wimba to discuss the course overview and practice using Wimba, TBD (contingent on majority participation) | ♦ Reading Assignment – In the textbook  
♦ Chapters 1 & 2 |
| **Wednesday 4/18/12** | | |
| **Week Two** 4/19 - 4/25 | Discussion Board – (Forum Two)  
Respond to the weekly discussion questions posted in the forum  
Conduct a research project on an area of your choice, please see research specifications posted in this forum  
Please post the completed research project in forum 4 | ♦ Reading Assignment - In the textbook  
♦ Chapters 3 & 4  
♦ Read Trends in HR and Training posted in the course documents |
| **Wednesday, 4/25/12** | | |
| **Week Three** 4/26 – 5/2 | Discussion Board – (Forum 3)  
Respond to the weekly discussion questions posted in the forum | ♦ Reading Assignment - In textbook  
♦ Chapters 5 & 6  
♦ |
| **Wednesday, 5/2/12** | | |
| **Week Four** 5/3 – 5/9 | Discussion Board – (Forum Four)  
Discussion of the research projects posted  
Getting organized for the team project. Project specifications will be posted in this forum  
Please post the team project In forum 7 | ♦ Reading Assignment - In textbook  
♦ Chapters 7 & 8 |
| **Wednesday, 5/9/12** | | |
| **Week Five** 5/10 – 5/16 | Discussion Board – (Forum Five)  
Respond to the weekly discussion questions posted in the forum | ♦ Reading Assignment - In the textbook  
♦ Chapters 9 & 10 |
| **Wednesday, 5/16/12** | | |
| **Week Six** 5/17 – 5/23 | Discussion Board - (Forum Six)  
Respond to the weekly discussion questions posted in the forum | ♦ Reading Assignment - In textbook  
♦ Chapters 10 & 11 |
| **Wednesday, 5/23/12** | | |
| **Week Seven** 5/24 – 5/30 | Discussion Board – (Forum Seven)  
A mandatory Wimba session to present the team projects, TBD | ♦ Reading Assignment - In textbook  
♦ Chapters 12 & 13 |
| **Wednesday, 5/30/12** | | |
| **Week Eight** 5/31/ – 6/6 | Discussion Board – (Forum Eight)  
Wrap-up and evaluation. Please post your final reflections on the course learning in this forum | ♦ Reading Assignment - In textbook  
♦ Chapters 14 & 15 |
| **Wednesday, 6/6/12** | | |
Instructor’s Biography

Rachel Choppin: Principal, HR 4 You

Instructor: UCLA, UC Davis and UCI Extensions in California
Afeka College, College of Management and Interdisciplinary Center (IDC) Herzliya in Israel

Rachel Choppin is an accomplished teacher, human capital consultant and career counselor with 20 years experience in facilitating professional and leadership development over three continents. She is passionate about creating interactive learning experiences and bringing out the best in people, and excels in engaging participants in applying learning in real time and contributing to their organization’s success. For testimonials, see Testimonials - www.hr4you.com/testimonials and http://www.linkedin.com/in/hr4you.

Rachel has successfully hired, coached, trained and transitioned hundreds of professionals both as a VP of HR and as a consultant. She has consulted and conducted training with organizations such as Boeing, Northrop Grumman, Nielsen, Newegg, Ingersoll-Rand, Razor USA, Intercare Therapy, Klune Industries, Medtronic, Advanced Medical Review, the City of Sacramento, the Metropolitan Water District of Southern California, UC Davis, UC Santa Cruz and Stanford Universities. For course menu, visit Teaching - www.hr4you.com/teaching.

Rachel created professional development coaching programs - Career Your Passion, Navigate Organizational Politics and Manage Yourself for the Life You Want (www.hr4you.com/coaching), and guided many professionals in achieving their work-life goals. She is a member of the American Society for Training and Development and the UCLA Extension Human Resources Management Advisory Board, and the facilitator of Schmooze & Learn and Career Connections - www.hr4you.com/hrnetwork.html#schmooze-and-learn.

Rachel earned an MA in Career and Educational Counseling from UCLA, a Certificate in Counseling from The Lincoln Clinic and Institute of Psychotherapy in London, and a BS and Teaching Certificate in Science from The Hebrew University in Jerusalem. She is a certified UCLA Extension Online Instructor. For information about upcoming public classes, visit Calendar – www.hr4you.com/calendar.