

## Wayland Mission Statement

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Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

## Contact Information

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**Course:** MGMT 5344 – Career Development and Management

**Campus:** Schofield

**Term/Session:** Spring 1 2025 – January 13 – March 8, 2025

**Instructor:** Dr. Kelly Boquer-Wintjen

**Office Phone Number/Cell #:** 808-388-0985

**WBU Email Address:** marie.boquer-wintjen@wayland.wbu.edu

**Office Hours, Building, and Location:** Before and after class or by appointment

**Class Meeting Time and Location:** Tuesday, 5:30 PM – 8:00 PM, Schofield and Blackboard as determined by syllabus. This is a hybrid course

**Catalog Description:**

Organizational needs and individual career needs. Development of systems for managing careers; organizational development through effective job analysis and design, performance management, rewards, training and development; measurement of results; implications of globalization and sustainability.

**Prerequisite:**

BUAD 5300

## Textbook Information

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**Required Textbook(s) and/or Required Materials:**

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
Human Resource Development	Werner	8th	2022	Cengage	9780-35771-0159

*If this is an UNDERGRAD class the textbook for this course is part of the **Pioneer Academic Access Program**. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at [bookstore.wbu.edu](http://bookstore.wbu.edu). The cost of all your materials are billed to your student account at \$26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to **all classes/materials** and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at [bookstore.wbu.edu](http://bookstore.wbu.edu). If*

*you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

### **Course Outcome Competencies:**

- Analyze the forces of contemporary trends or significant issues in the field as applicable to the major application areas.
- Describe each of the major HRD functions and application areas.
- Assess the Human Resource Development needs of an organization against its strategy.
- Develop training programs incorporating the stages of needs analysis, selection of resources, and techniques and evaluation.
- Integrate HRD with other activities within HRM and overall business strategy.

## **Attendance Requirements**

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### External Campuses

Students enrolled at one of the university's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the external campus executive director/dean. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy. A student may petition the Academic Council for exceptions to the above stated policies by filing a written request for an appeal to the Vice President of Academic Affairs.

**(WBU Hawaii and American Samoa Addendum)** Students who miss the first-class meeting without providing a written explanation to the instructor will be automatically dropped from the roster as a "no-show." Students who know in advance that they will be absent from the first-class meeting and who wish to remain in the class must inform the instructor in order to discuss possible arrangements for making up absences..

## **University Policies**

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### **Academic Integrity:**

[Link to Statement on Academic Integrity](#)

### **Artificial Intelligence:**

#### **Generative AI tools permitted in specific context and with proper citations.**

- i. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work.
- ii. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate content must be properly referenced and cited.

- iii. Specific parameters for generative AI usage are provided by the instructor.
- iv. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

## Course Requirements and Grading Criteria

ASSIGNMENT	POINTS	TOTAL POINTS
Participation/Attendance x8	25 points per class	200
Discussion Forums x 8	25 points per discussion forum	200
Case Study x 2	150 points per Case Study	300
Research Paper	300 points – Research Paper	300
<b>Total Points</b>		<b>1000</b>

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last week of an 8-week session to a student who is passing, but has not completed a term paper or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of 8-week session unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

**Student Grade Appeals:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

## Tentative Schedule

Week / Date	Topics Covered	Reading and Homework
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1 1/13	Chapters 1 1. Introduction to Human Resource Development	Discussion Board #1 Read Chapters 2 & 3
2 1/20	Chapters 2 & 3 2. Influences on Employee Behavior 3. Learning and HRD	Discussion Board #2 Read Chapters 4 & 5
3 1/27	Chapters 4 & 5 4. Assessing HRD Needs 5. Designing Effective HRD Programs	Discussion Board #3 Read Chapters 6 & 7 <b>Case Study #1</b>
4 2/3	Chapters 6 & 7 6. Implementing HRD Programs 7. Evaluating HRD Programs	Discussion Board #4 Read Chapters 8 & 9
5 2/10	Chapters 8 & 9 8. Onboarding: Employee Socialization and Orientation 9. Skills and Technical Training	Discussion Board #5 Read Chapters 10 & 11 <b>Case Study #2</b>
6 2/17	Chapters 10 & 11 10. Coaching and Performance Management 11. Employee Counseling, Well-Being, and Wellness	Discussion Board #6 Read Chapters 12 & 13
7 2/24	Chapters 12 & 13 12. Career Management and Development. 13. Management Development	Discussion Board #7 Read Chapters 14 & 15 <b>Research Paper due</b>
8 3/3	Chapters 14 & 15 14. Organization Development and Change. 15. HRD and Diversity: Diversity Training and Beyond.	Discussion Board #8
		<b>*Must be submitted by March 8th</b>

**NOTE: No late work accepted without prior approval**

*This syllabus is subject to change as needed, or as seen fit by the instructor.*

<<Calendar, Topics, and Assignments. Instructor should include a schedule indicating the dates the class will meet, topics to be covered, requirements, and approximate date for fulfilling each requirement. This is generally incorporated into the course calendar.>>

## **Additional Information**

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**Communication:** Unless you indicate otherwise, and make alternative arrangements, the instructor will use your Wayland issued email to contact you, if needed. Please make sure that you check that email account regularly. You should also check the class Blackboard site for any important announcements, instructions, and so forth, on a regular basis.

All the information included on this syllabus, and more is posted on this class's Blackboard page. Please be sure to read through all of it thoroughly and ask any questions of me you need to in order to ensure understanding of the school's and my policies.

Wayland Baptist University offers Multidisciplinary Tutorial Services available through the following link: <https://www.wbu.edu/academics/writing-center/index.htm>

Wayland Baptist University also offers library resources available through the following link: <http://www.wbu.edu/academics/library/index.htm>. Students are encouraged to use this resource when working on their papers, projects, etc. >