

**Governors State University
College of Arts & Sciences
Division of Liberal Arts**

SYLLABUS

2011

Index Number:	HPT510
Course Title:	Introduction to Human Performance and Training
Credit Hours:	3.0
Trimester:	Fall - 2011
Professor:	Dr. Lanigan, Ph.D.
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Office:	E2504
Office Hours:	Wednesday – 7:00 to 9:00 p.m. and by appointment
Internet site for this class:	http://www.hpandt.com/510.htm
My homepage:	http://www.hpandt.com

CATALOG DESCRIPTION

This course enables students to analyze the field of educational technology, performance technology, instructional development, and training. Includes what professionals do, definitions, associations, periodicals, current issues, and competencies.

PREREQUISITES

Graduate Student Status

RATIONALE

This class provides HPT students an overview of the performance technology field. Many students are unfamiliar about the knowledge and skills required of practitioners within this field and thus, by the end of this class, they will possess greater knowledge. These insights will aid them in deciding if this field is right for them.

COURSE OBJECTIVES

Given a variety of materials, students will be able to succeed in the following performances with 90 to 100% accuracy:

1. answer multiple-choice tests covering the course content;
2. work with a subject matter expert (SME) to learn steps to a task;
3. create a job aid on how to graduate;
4. save a job aid as a PDF file;

5. file transfer the job aid to the GSU server;
6. attend an association meeting and network with two people;
7. complete a plan of study OR a change of major form/advisor form;
8. understand copyright laws; and,
9. use the Library of Congress web site to learn about training manuals.

REQUIRED TEXTS

1 CD

Lanigan, M. (2010). Performance Technology Overview – 2nd Edition. Tinley Park: Third House Inc.

EVALUATION

The course grade is based upon the following deliverables.

	Points
1. Overview Test	10
2. Ideal Job Analysis	5
3. Create a Job Aid on How to Graduate	20
4. FTP job aid to GSU server	15
5. Attend one association meeting and collect two people’s business cards	30
6. Test on all the CD modules	110
7. Complete Plan of Study OR Change of Major Or Advisor form	10
8. Attend the LOC workshop on training manuals – mandatory attendance	15
9. Essay Depicting how Training Manuals have changed and remained the same from 1900 to today	5
10. Write a training manual on Social Etiquette	20
TOTAL	240

A = 216 to 240 B = 192 to 215 C = 168 to 191 D = 144 to 167 F = 143 or less

No incompletes will be allowed.

Please Note: All late work will receive a deduction in points. Some assignments cannot be turned in late—check the syllabus.

Any assignment **not** turned in on time will receive a deduction of points. From 1 minute (i.e., 12:01 a.m.*) to six days later (i.e., midnight of the day before the next class) you'll receive 70% of your total. After the sixth day, late work will not be accepted.

* You have two **hard copy** assignments that are due by 7:30 p.m. on October 26, 2011. At 7:31 p.m. hard copy assignments are considered late and will receive a deduction in points following the same procedure listed above. Otherwise, any assignment that the **syllabus says** students can **e-mail** to the instructor, students have until midnight on the due date.

In order to be fair and not to make calls on a case-by-case basis, I require the following:

- If you are out of town on the day an assignment is due, you need to turn in your work **before** you leave so that I receive your work by the due date.
- If you have car problems, e-mail your work (on the due date and by the time). The next day, you also need to send via USPS priority mail to the instructor's P.O. Box all assignments due as hard copies **PLUS** a mechanics bill or the like to support your car problem. If the work is not post-marked by the next day, the work is considered late.
- If you are ill, you will have one week to turn in your work as long as you provide a doctor's note.
- If a serious tragedy occurs, you need to document it, and you will receive a maximum of three weeks to turn in your work.

It is wise to save all e-mails sent to and error messages so if for some reason the instructor does not receive your e-mails, you have proof you have sent them.

NOTE: A mandatory class attendance is on Wednesday, October 5th from 5:30 p.m. to 7:30 p.m.

If you are late, leave early, or miss the entire class, then you will lose the 15 points for the LOC workshop assignment. For example, if you arrive at 5:38 p.m. and class is already in session, then you are late.

SPECIFIC ASSIGNMENT CRITERIA

1. Overview Test

10 points

Review the Overview web site that includes multiple links.

<http://www.hpandt.com/overview.htm>

Next answer the multiple-choice exam. You can download the exam from our class web site. E-mail your answers by typing your **answers ONLY in the body of your message** similar to the example below.

1. a
 2. b
 3. c
- etc.

Do NOT send your answers as an attachment.

Due: 9-14-11

2. Ideal Job Analysis

5 points

After reviewing Module 1 on the CD, go to a job site (such as Monster.com) and complete a search on your ideal jobs. **Save and turn in two job descriptions (worth 1 point)**. You need to **save each job as a pdf document** and e-mail it to the instructor. Or, copy ALL the job details and save it as a Word document, and e-mail it to the instructor.

***Do **NOT** send the professor links to the jobs. ***

Additionally, create two tables for each job. (See example below.)

Write the skills required to obtain the jobs and match those behaviors to the HPT classes (specifically the performance objectives) that will help you learn those skills. You can find the class performance objectives by going to: <http://www.hpandt.com> and locating the class syllabi.

You want to peruse the **performance objectives** from the various HPT classes and match those objectives to the job skills. Make sure you use the class performance objectives and **NOT** the program objectives.

IDEAL JOB 1: Instructional Designer	HPT Classes
1. Develop learning solutions	HPT 520 develops a project; HPT 856 contracts with a client to develop solutions to training gaps; HPT 810 develops training on task analysis technique; HPT 510 develops a job aid... and keep going with the remaining classes.
2. Create job aids and training manuals while abiding by copyright law	HPT 510: create a job aid on how to graduate; save a job aid as a PDF file; understand copyright laws; use the Library of Congress web site to learn about training manuals; HPT 810: design web training workshop that includes a manual; HPT856: design a web training workshop that includes a manual; complete a journal activity on copyright law; HPT 891 and HPT 892: carry out the instructional design model steps including designing training and accompanied materials such as job aids and manuals.
3. Creating web pages using HTML and Dreamweaver	Complete the remaining boxes like the above examples.
4. Complete front end analysis	Complete the remaining boxes like the above examples.
5. Evaluate training	“
6. Write effective copy for manuals	“
7. Write contracts	“

Each of the two tables will be graded on:

- A. Lists at least 7 job skills from each job. **1point**
- B. Accurately matches the job skills to actual HPT classes and ALL corresponding performance objectives that pertain to each class. **1 point**
- C. Lists ALL HPT classes which offer the job skills. In other words, more than one HPT class may provide those skills. You need to list all of them, not just one. **2 points**

E-mail the actual jobs as PDF or Word documents.

***Do NOT send the professor links to the jobs; you will NOT receive credit if you send links. ***

E-mail the job tables as Word documents.

Due: 9-28-11

3. Job Aid on How to Graduate & Completed Graduation Forms 20 points

PART I:

Before beginning this assignment, review the criteria sheet found on our class web page. You will create a job aid on the forms required to graduate, how to complete the forms, and where to turn them in. The steps on how to complete this process can be downloaded from our class web site. Moreover, the job aid has already been started for you and this document (jobaid.doc) can be downloaded from our class web site.

PLEASE NOTE: You need to create a job aid using your own words. You CANNOT copy my words; otherwise, you have plagiarized and are in copyright violation. At the same time, you want to include all the steps listed in the “*Applying for Graduation: Locating, Completing and Submitting the Required Forms.*”

After completing the job aid, **you will file transfer it as a PDF document** (see assignment no. 4 on the next page) to your folder residing on the GSU www3 server. After you FTP your job aid, you need to e-mail the professor your URL for this document. **Please Note: The professor will NOT accept your job aid as an e-mail attachment. You need to send the professor a working URL to receive credit for this assignment.** **Due: 11-16-11**

PART II:

In addition to the job aid, you need to ftp ALL **completed** forms into your www3 folder **AND** e-mail the professor indicating that you have completed this task. The four forms are:

- Application for Graduation (This is another copy separate from the job aid.)
- Progress report (This is another copy separate from the job aid.)
- Plan of Study (This is another copy separate from the job aid and from the study plan assignment.)
- Exception Form (This is another copy separate from the job aid.)

You must **complete** and turn-in these four forms by scanning them and FTPing them into your folder on the www3server. **Please Note: I want to make sure you have practiced** completing all the forms in their entirety. At the same time, Do NOT turn these forms into the Registrar’s office at this time. **You must FTP the completed forms and then e-mail the professor that you have completed this task by: 11-16-11.** If you don’t e-mail the professor by the due date, then your work will be considered late even if you have FTPed the documents by this date.

4. FTP job aid to GSU server 15 points

There are three tasks to this assignment.

A. Save your “How to Graduate” job aid as a PDF document. (5 points)

Example: jobaid.pdf

B. FTP the *jobaid.pdf* file to your folder on the GSU www3 server. (5 points)

C. E-mail your instructor **the correct URL address** that locates this document on the server. Your URL will be something like this:

<http://www3.govst.edu/hptintro/http/yourname/jobaid.pdf>

Please review carefully Step 14 in the job aid called: *File Transferring a Document from Your Computer to the GSU Server*. This job aid not only shows you how to successfully file transfer your job aid, but it also educates you on how to write a correct URL address.

If you e-mail the correct URL then that is worth (5 points).

If you are unsure if your URL is correct, then **at least** by a week and a half before the due date, send the professor the URL so she can see if it opens your job aid or not. If you wait until the last minute to send your URL and it does not open your job aid, your ENTIRE job aid assignment (assignment #3) and this part of this assignment (assignment #4) is considered LATE. Thus, procrastination is your enemy. **Due: 11-16-11**

5. Attend Association meeting and collect 2 people’s business cards 30 points

There is no better way to learn about this field then talking to practitioners. As such, you are required to attend one of the monthly meetings offered by www.cispi.com or www.ccastd.org. Go to their web sites to see the schedule of events; attend a meeting; and, turn in the following to receive the appropriate points. (NOTE: These associations charge to attend meetings. Sometimes CISPI will allow students, who volunteer to work an event, to enter for free. If you wish to volunteer, let me know.)

A. Bring back a handout from the meeting or a digital picture of you talking with one of the board members. (10 points)

B. Network with two working practitioners at the meeting and ask them for their business cards. (Each card turned in is worth 10 points each.)

Scan the above documents and e-mail them to your instructor.

Due: 11-30-11

*****No late work will be accepted for this assignment.*****

6. Test on all the CD modules 110 points

Download a copy of the test from the class web site. As you work through the modules, you may wish to complete the test at the same time. E-mail your answers by typing your answers **ONLY in the body of your message** similar to the example below.

1. a
2. b
3. c
- etc.

Do NOT send your answers as an attachment.

Due: 11-9-11

7. **Complete a Plan of Study OR Change of Major/Advisor form 10 points**
PLEAS NOTE: This is a NEW form, not the same form you turn in for the job aid assignment. At the end of this class experience, you should have a good idea if this program is right for you. If it is, then you want to turn in a **finalized** version of your plan of study **via e-mail**. If you don't think this program is right for you, then you want to turn in a Change of Major/Advisor form.

You must **e-mail** the instructor your completed Plan of Study form. The instructor must approve your final version of the plan in order to receive credit.

Due: 11-2-11.

8. **Attend the LOC workshop on training manuals 15 points**
This class has a mandatory attendance policy. If you are late, leave early, or miss the class completely, you will not receive any points.
Come to class from **5:30 to 7:30 p.m.** We will learn more about the Library of Congress and view some of the materials in order to see how training manuals have evolved over the years. **Go to D2435 on: October 5, 2011**

9. **Essay Depicting how Training Manuals have changed and remained the same from 1900 to today 5 points**
This assignment is a post-class assignment following the LOC workshop. Download the criteria from our class web site.
Turn in paper BOTH as a hard copy and on CD. Save as a Word document.
You must turn in BOTH a CD and a hard copy to receive full credit.
Due: October 26th by 7:30 p.m.

10. **Write a training manual on Social Etiquette 20 points**
After learning about social etiquette from the 1700 to 1900 (during the LOC workshop), you will create your own training manual, following the criteria learned from: *How to Create Effective Training Manuals*. Download the criteria from our class web site. **Turn in paper BOTH as a hard copy and on CD. Save as a Word document.** You must turn in BOTH a CD and a hard copy to receive full credit. **Due: October 26th by 7:30 p.m.**

AGENDA

The agenda is written to reflect what materials are DUE for that week. Thus, you should have the materials viewed and the assignments turned-in for that week.

The Modules below refer to the modules in the Performance Technology Overview – 2nd Edition CD.

<u>Week</u>	<u>Date</u>	<u>Class Agenda/Materials and Assignments Due</u>
1	8-24	Download all class materials from our class web site. Read everything and bring your questions to class next week.
2	8-31	Optional but Recommended Class meeting: Come to class with your questions about the syllabus, assignments, etc.
3	9-7	View Module 1 and the Overview web site. E-mail instructor what CISPI meeting you are going to.
4	9-14	View Module 2 E-mail Overview test answers to the instructor. Do NOT send as attachments; send in the body of the e-mail.
5	9-21	View Module 3 and Module 4
6	9-28	Module 5 E-mail instructor your Ideal Job Analysis Make sure you saved the job tables file as a Word document and the two jobs as PDF or Word files.
7	10-5	Come to class from 5:30 p.m. to 7:30 p.m. to attend the LOC workshop On Training Manuals – Go to <u>D2435</u> – Bring to class the job aid on Taking Screen Captures found on screen 5-4 in the PT Overview 2nd Edition CD
8	10-12	Work on your own to complete the LOC paper and etiquette training manual.
9	10-19	View Module 6

- 10 10-26 View Module 7
On October 26th by 7:30 p.m. turn into professor:
Turn in as printed out **hard copies** AND on **CD: LOC paper and etiquette training manual.**
Deliver to instructor or instructor's mailbox by **7:30 p.m.**
Make sure you saved the electronic copy as a Word file.
Place all documents and the CD in a secure envelope.
Put your name on all documents, envelope, and the CD.
- 11 11-2 View Module 8
E-mail the instructor your Plan of Study/Change Advisor/Major Form.
Practice FTPing your job aid and forms.
- 12 11-9 **E-mail the instructor your CD Test answers.**
Do NOT send as an attachment; send in the body of the e-mail.
- 13 11-16 **E-mail to the instructor your URL to your job aid.**
E-mail to the instructor that you have succeeded in FTPing your four completed forms to your www3 folder.
- 14 11-23 Thanksgiving
- 15 11-30 **Scan and e-mail - 2 business cards and handouts from CISPI meeting.**