WED 382
Developing Your Career

Course Information:

Instructor Name: ________________________________________________

Instructor Email: ________________________________________________

Instructor Phone: ________________________________________________

Instructor Office Location: _________________________________________

Instructor Office Hours: ___________________________________________

Course description: An introduction to the professional field of human resource development (HRD) with a focus on trends, issues, roles, and competencies.

Content and activities are provided to assist students in planning and preparing for a career in human resource development (SIUC Undergraduate Catalog).

Course Overview:

The WED 382 coursework consists of 4 lessons that contain readings and self-guided activities. There is an APA mastery test you must complete and 2 other written assignments to complete a Professional Development Plan (PDP). A template is provided to structure your written work, including specific directions within the template itself for completing the sections and a rubric that shows how all sections will be graded. All completed assignments must be your own individual written work.

In Lesson 1, you will learn about APA writing style by using your student workbook and complete a mastery exam. APA style writing is the most prevalent writing/publishing style used in business and industry, as well as, in academia. You will need to master this writing style to be successful in the WED program.

In Lesson 2, you will learn about trends and issues that affect how and where a Workplace Learning and Performance (WLP) professional works. This includes current areas of expertise (AOEs) within Human Resource Development (HRD) and types of traditional and emerging occupations within each area.

You will also be introduced to the ASTD Competency Model, which will expand your understanding of the roles, competencies, and areas of expertise (AOEs) associated with the workplace learning and performance field. You will complete
readings, take an online *Transferable Skills Survey*, write a Summary Report of your survey scores, and analyze your scores following the directions and specific questions in the template provided.

In Lesson 3, you will learn about career transitions and areas of expertise (AOE) within the WLP field. You will write a specific Professional Development Plan (PDP) for yourself that is related to a self-selected AOE, following the directions and specific questions in the template provided. The template will be submitted for grading.

In Lesson 4, you will complete the PDP and you will describe how your skills fit with the (AOE) that interests you, following the directions and specific questions in the template provided. This template will then be submitted for grading.

**General Objectives:**

The objectives for this course are that each student:

1. Understands APA style in preparing term papers.
2. Understands the major issues, trends, and workplace realities affecting the Workplace Learning and Performance (WLP) professional.
3. Understands the roles, competencies, and Areas of Expertise (AOEs) for various WLP professional areas.
4. Understands the nature and characteristics of career transitions.
5. Understands relationship of skills to an Area of Expertise (AOE).

**Textbooks & Resource Materials:**

**Required Texts:**


**Course Requirements:**

**Failure to create your Course Profile and view specific course documents, such as the syllabus will prevent you from seeing any other course materials.** You also will be required to submit assignments via the drop boxes properly in order to see the next assignment. This is intentional to ensure you
see the information necessary to perform at the highest levels. It won't restrict
your progress through the course if you adequately prepare yourself to do the
work. If you have completed your Course Profile in another SIU online course,
you won’t have to do it again.

Teaching Assistants will return graded assignments (with comments) within 14
days after the submission date. The comments may be included in the actual
assignment document or may be submitted back to you via SIU Online. **Failure
to submit assignments via the drop boxes properly will prevent you from
seeing the next assignment.**

Emails received during normal business hours (Central Time) will be
acknowledged by the teaching assistant within 24 hours. E-mails received on
weekends or holidays will be acknowledged by close of business on the first
business day after the weekend or holiday.

Students must maintain access to adequate computer, software, and e-mail
systems to complete coursework, to communicate with the teaching assistant
and instructor of record, and keep back-up copies of all written work.

Assignments must be submitted via SIU Online (D2L) as MS Word attachments.
Use the templates included in the course to assist you in preparing your written
assignments. If this is impossible due to student location or emergency, contact
the teaching assistant prior to the due date for an approved alternative method.

All written assignments must have a cover page, including Assignment #, your
name, your contact information, name of teaching assistant, and date of
submission. Refer to the sample cover page in D2L.

Your off-campus coordinator is the instructor of record. However, student work is
submitted to the teaching assistant at main campus who works for the instructor
of record.

The APA Mastery Exam is designed to prove your mastery of APA writing style.
In order to achieve the minimum mastery levels, you MUST do the exercises and
practice exams in your APA workbook. Your exam score is factored into your
final grade at whatever level you achieve. If you do not achieve the minimum
mastery level as described, it just means you need to do more work to eventually
reach mastery. It doesn't mean you failed the exam or the course.

**Academic Dishonesty:**

Although group collaboration is encouraged for discussion and study purposes to
complete the course, all written assignments must be each student’s own work.
For SIUC policy on academic dishonesty, refer to the **SIUC Undergraduate
Student Catalog**, or contact the teaching assistant/coordinator.
Evidence of academic dishonesty, which includes cheating and plagiarism, may result in failing both the assignment and the course. **Copying and pasting from another student’s paper and/or from multiple sources (books, journal articles, etc., whether from printed or Internet sources) is plagiarism.**

**IMPORTANT NOTE:** Course assignments are screened for originality. If your assignment submission results in the originality report showing either an orange or red color (which you can see), a determination must be done by the TA and/or the instructor before you can continue further in the course. If it is determined that the match was unintentional or accidental, then you will be given a second chance to redo the entire assignment and submit it with corrections. However, there may be a reduction of the assignment points that could result in course failure. If the determination is that the assignment contained the intentional use of someone else’s work, information was falsified, or there was deception of the part of any student associated with the assignment and/or the determination process, then the result is an automatic failure of the assignment and, potentially, the entire course.

**Follow these general APA guidelines for Assignments:**

- Double-spaced text, except for table of contents, title page, and as noted elsewhere in directions within the rubrics or templates
- 1" margins on all four sides of a page (left-right-top-bottom)
- Left-hand, flush margin, alignment
- 5-space indentation for new paragraphs
- 12 point Arial or Times New Roman font
- Correct APA references and in-text citations are required.
- For direct quotations, use quotation marks followed by APA style citation with page numbers; for paraphrasing, use APA style citation without page numbers. See the *Publication Manual of the American Psychological Association* (6th ed.) (2010) for details on correct in-text citation of sources and proper listing of resources on a Reference Page.

After completing the last assignment, you will be given an opportunity to complete an end-of-course evaluation. It can be found inside D2L, under Surveys. Your feedback is critically important in improving our course content and delivery! Please complete the evaluation.
**Graded Written Assignments:** Total points: 290

**Grading Scale:** Based upon total points for all assignments:

<table>
<thead>
<tr>
<th>Points</th>
<th>%</th>
<th>Grade</th>
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<tbody>
<tr>
<td>261-290</td>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>232-260</td>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>203-231</td>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>174-202</td>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>0-175</td>
<td>0-59</td>
<td>F</td>
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- You must have a C or better for any WED course to graduate.
- Your instructor may invoke a point penalty of up to 10% per week for late assignments.

**Action Items, Assignments and Due Dates**

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<tr>
<th>Course Overview</th>
<th>Readings and Self-Guided Activities</th>
<th>Assignments</th>
<th>Due Dates and Assignment Grade Point Values</th>
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<tr>
<td><strong>Lesson 1:</strong> How Workplace Learning Performance (WLP) Professionals Work</td>
<td>Read the Course Syllabus.</td>
<td>Post photo and complete online profile in SIU Online.</td>
<td>First time you sign into course - Introduction. 0 Points</td>
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<td><strong>Lesson 2:</strong> Professional Development Plan (PDP) portion called TSS.</td>
<td>Complete Mastering APA Style workbook exercises and practice exams before taking the mastery exam.</td>
<td>Assignment 1: Complete APA Mastery Exam in D2L. There isn’t a failing grade for this mastery test – just points.</td>
<td>Sept. 24, 2014 40 Points</td>
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<td><strong>Lesson 2:</strong> Professional Development Plan (PDP)</td>
<td>Take online Transferable Skills Survey (TSS). Text Readings: <em>Career Moves</em>, Chapters 1 through 6.</td>
<td>Assignment 2: TSS Template: Complete all sections of Parts I and II. Submit completed template for grading.</td>
<td>Oct. 29, 2014 120 Points</td>
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<td><strong>Lessons 3 and 4:</strong> Professional Development Plan (PDP)</td>
<td>Text Readings: <em>Career Moves</em>, Chapters 1 through 6.</td>
<td>Assignment 3: PDP Template: Make any corrections to Parts I and II of the template. Complete Parts III-V. Submit the entire template for grading.</td>
<td>Nov. 26, 2014 130 Points</td>
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