WED 598
Special Investigations

SYLLABUS

Instructor:  C. Keith Waugh, Ph.D.
Associate Professor and Director of WED Graduate Programs
Pulliam 219C

Department of Workforce Education and Development
Southern Illinois University

Carbondale, IL 62901-4605

Phone: (618) 453-4868
Fax: (618) 453-1909
Email: ckwaugh@siu.edu

Office Hours: Mon, Tues, Thurs, (10 a.m. – Noon); and by appointment

COURSE DESCRIPTION:

Selection and investigation of a problem: use of relevant sources and techniques; collection and analysis, evaluation, and interpretation of data, and the writing of a report of the investigation for students whose particular needs are not met by existing classes.
In essence, in this course the student will complete and submit a project. The student will also collect related documentation to support completion of the project.

ASSIGNMENT GUIDELINES (DUE Dec 5, 2014):

To fulfill the requirements for WED 598, your final package must include 4 items:

1. In 300 to 500 words, describe the problem that you are attempting to solve through this project.
2. Identify and carefully read a minimum of 20 articles and 2 books that discuss “best practices” when recruiting, screening, interviewing, and hiring prospective employees. Provide a list of the titles and author(s) of each article and book, with a 300 to 500 word description of each.
3. Submit a report that details your findings and recommendations to Ford for effective and efficient hiring. Site supporting sources that you identified in your review of literature.
4. Submit a summary/reaction paper (10 page minimum, double spaced) that summarizes the activities, which activities you found most enjoyable and beneficial, which activities you found least enjoyable and beneficial, and how the overall project has shaped your professional development. Finally, explain how you will incorporate what you learned into future professional/educational endeavors.

EVALUATION AND GRADING POLICY:

The package will be evaluated primarily on its adherence to the assignment guidelines listed above, with each guideline worth 50 points each for a total of 100 pts. Using this scale, the package will be assigned one of the following letter grades:

A = 90 – 100
B = 80 – 89
**Syllabus**

\[C = 70 - 79\]
\[D = 60 - 69\]
\[F = 50 - 59\]

**Late Work Policy:**

All assignments are required to be submitted via email attachment to the instructor by the posted due date. Any assignments that are turned in after the due date, without prior approval from the instructor, will be reduced one letter grade.

**Emergency Procedures:**

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT’s website at [www.bert.siu.edu](http://www.bert.siu.edu), Department of Public Safety’s website [www.dps.siu.edu](http://www.dps.siu.edu) (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.