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.

The primary way to submit assignments is via SIU Online (D2L) as MS Word attachments. Alternative formats are PDF or .rtf formats. If this is impossible due to student location or emergency, contact the teaching assistant prior to the due date for an approved alternative method. Use the rubrics included in the course to assist you in preparing your written assignments.

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 automatically screened for originality. Assignments containing the intentional use of someone else’s work, falsified information, or lack of proper APA citations is considered plagiarism. Any deception or fraud by any student associated with the assignment submission is a violation of the SIU student conduct code. Either type of violation will result in an automatic failure of the assignment submitted and, potentially, failure of the entire course.

In order to avoid plagiarism issues, SIU uses the Turn-It-In, which allows you to screen your work before submitting your assignment for final grading. Once you have prepared your assignment, you will submit it via the dropbox. It will automatically be screened for originality and a report is generated, which you, the Instructor, and the Teaching Assistants can all see.

Any report that shows a color other than Green or Blue requires you to review the detailed report for duplication, lack of citations, etc. You do not have to worry about common formatting of the paper, as this results only in about a 20-25% match. The second originality report will show almost a complete match to the first report, since you submitted the assignment once already.

**ALL ASSIGNMENTS (CORRECTED OR OTHERWISE) MUST BE SUBMITTED ON OR BEFORE THE ASSIGNMENT DUE DATE.**

**THE LAST ASSIGNMENT IN A DROPBOX ON THE ASSIGNMENT DUE DATE WILL BE CONSIDERED A FINAL SUBMISSION FOR GRADING.**

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: **280**

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

<table>
<thead>
<tr>
<th>Points</th>
<th>%</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>280-252</td>
<td>100-90</td>
<td>A</td>
</tr>
<tr>
<td>251-224</td>
<td>89-80</td>
<td>B</td>
</tr>
<tr>
<td>223-196</td>
<td>79-70</td>
<td>C</td>
</tr>
<tr>
<td>195-168</td>
<td>69-60</td>
<td>D</td>
</tr>
<tr>
<td>167-0</td>
<td>59-0</td>
<td>F</td>
</tr>
</tbody>
</table>

- 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.
<table>
<thead>
<tr>
<th>Lesson 1: How Workplace Learning Performance (WLP) Professionals Work</th>
<th>Readings and Self-Guided Activities</th>
<th>Assignments</th>
<th>Due Dates and Assignment Grade Point Values</th>
</tr>
</thead>
<tbody>
<tr>
<td></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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lessons 2 and 3: Professional Development Plan (PDP) portion called TSS.</th>
<th>Text Readings: <em>Career Moves</em>, Chapters 1 through 6.</th>
<th>Assignment 1: Complete APA Mastery Exam in D2L. There isn’t a failing grade for this mastery test – just points.</th>
<th>June 1, 2016 40 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete Mastering APA Style workbook exercises and practice exams before taking the mastery exam.</td>
<td>Assignment 2: TSS Template: Complete all sections of Parts I and II. Submit completed template for grading.</td>
<td>June 29, 2016 120 Points</td>
</tr>
</tbody>
</table>