Course Title:
International Training and Development

Course Number:
HR 5113-231

Course Description:
Students interested in career options in training and development or human resource development will
learn some of the theoretical bases, core practices, competencies, and issues of this professional field, as
well as considerations for global training and development. They will be exposed to research and
discoveries on skills and knowledge related to training and adult learning, and models for effective
training. They will learn the most current trends and issues in international training and development,
including the push for management and leadership training for intercultural understanding. They will
conduct research, and given a global training concern, they will develop a blended learning solution to
meet that concern.

This course will be conducted using experiential learning as its primary methodology. Some short lecture
will be integrated with group discussion, small team discussion and projects, and some activities designed
to build both knowledge and skills.

Class Dates, Location and Hours:
Dates: September 11-16, 2012
Location: SHAPE, Belgium. See Site Director for classroom location.
Hours: Tue-Fri 6:00-9:30 p.m.; Sat-Sun 8:30 a.m.-4:30 p.m.
Last day to enroll or drop without penalty: August 13, 2012

Site Director:
Valerie Peterson Borro. Assistant: Meredith Carter. Phone: 065-44-3654; DSN 423-3654; DSN Fax: 366-
6230; E-mail: apshape@ou.edu.

Professor Contact Information:
Course Professor: Peter C. Vail, M.Ed
Mailing Address: 1932 Shelby Court
Norman, OK 73072
Telephone Number: (405) 364-9307 (home)
E-mail Address: pvail@ou.edu
Professor availability: The professor will be available via e-mail to students before and after the
class sessions. On-site office hours are half an hour before and after each
class session, by appointment.

Textbook(s) and Instructional Materials:
Student materials are available at the Follett/AP Bookstore located in the Oklahoma Memorial Union, 900
Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone
at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to
oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through
Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may
be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-7140 (outside the U.S.).

Note: The Follett/AP Bookstore is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through the Follett/AP Bookstore.

Course Objectives:

On completion of this course, students will:

- be able to describe essential components of human resource development (HRD), consistent with current professional definitions and practices;
- be able to identify and discuss cultural challenges and issues in international training and development;
- have a basic understand of theories of adult learning, and be able to design and deliver a training module based on adult learning principles;
- demonstrate an ability to evaluate training, and measure learning outcomes within organizational contexts;
- be able to link HRD planning and actions to global organizational goals and strategies;
- be able to design and deliver training with a sound understanding of ethnic and cultural diversity; and
- design and implement their own professional career development plan.

Assignment, Grading, and Due Date: Two pre-course assignments

1. Prior to coming to class, each student will interview an HRD professional – a trainer, training manager, organization development professional, or career development professional, who currently works in an organizational setting, either public or private – and write a paper on the data and results of the interview. Preferably this individual has experience with training that is multinational or multicultural. Questions may include, but not be limited to, the following:
   a. What is your involvement and role in international or multicultural training and development?
   b. What does your organization expect of you; what results, outputs, or accomplishments?
   c. How does your organization measure training and development results?
   d. What are the most important training or organization development priorities in your organization or industry right now, particularly in global or intercultural areas (but other areas too)?
   e. In what ways does your organization prepare employees for global or intercultural transactions?
   f. Describe any new learning technologies your organization may be using or adopting, such as e-learning, distance learning, or other systems.

   The paper should include some information about who you interviewed:
   - What position did the person hold?
   - What kind of organization and industry were they in?
   - How much involvement they have in international or intercultural training?
   - How long have they been in HRD?

   The paper should also cover a summary of the questions you asked, and the results you obtained. The paper should also include your assessment of some of the challenges this person seems to be facing in their HRD role. I would not expect the paper to be shorter than 5 pages (double spaced), nor longer than 12 pages.

2. Based on information obtained in your interview (see responses to “d” above), select a training need or topic. This training need should involve learners who reside and work in different locations, preferably internationally. Through your reading of the assigned text for the class, and with additional research done through the Internet and/or the Web, write a proposal for a training
course that would meet that need, and would be delivered by distance learning methods. Your proposal should be no more than 4 pages long, and should include the following:

- Propose title of the training
- 2 – 3 learning objectives
- 2 – 4 possible distance learning delivery methods
- Discussion of how you could evaluate whether learning occurred
- Citation of Internet/Web sources

This paper does not need to be a “finished plan”, but a preliminary document for discussion.

3. Class participation and contribution: students will work in small groups for much of the class time. Discussions will be held with group reports. Groups will be asked to analyze a training need (given a scenario by the instructor), and, using a model instructional approach presented in class, they will design and propose a training solution. The scenario will have international implications, and the solution will require a grasp of current learning and training theory, and of blended learning methods.

4. Final examination: during the last class session, students will complete a final examination, which will ask them to consider such questions as defining HRD in their terms and in a global context; how they might plan a needs assessment and analysis; how they might calculate a cost and benefit analysis for training and development; and what the implications of different adult learning styles are on training design.

Grading: This is a letter graded course: A, B, C, D, or F

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<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
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<tbody>
<tr>
<td>Interview and proposal papers</td>
<td>First class session</td>
<td>25%</td>
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<tr>
<td>Class participation &amp; contribution</td>
<td>During class</td>
<td>60%</td>
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<tr>
<td>Final Exam</td>
<td>Last class session</td>
<td>15%</td>
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NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy.

Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Copyright

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA
Peter C. Vail, M.Ed.

Education
- BA in Psychology - Bowling Green State University
- M. Ed. in Education - Bowling Green State University
- Additional graduate courses in Public Administration, The University of Oklahoma

Current Positions
- Advanced Programs Professor since 1996
- Director (Retired), Executive Training and Team Quest, University of Oklahoma
- Adjunct Professor, College of Liberal Studies, University of Oklahoma
- Contract Trainer, Oklahoma City Community College

Frequently Taught Advanced Programs Courses
- Presentation Skills for the Human Relations Professional
- International Training & Development
- Current Problems in Human Relations

Major Areas of Teaching and Research Interest
Current member, Past President and Board Member of the Central Oklahoma Chapter of ASTD
Member, ASTD (American Society for Training and Development)

Representative Publications and Presentations
- Has conducted training and has done consulting throughout the United States, Trust Territories, American Samoa, and Puerto Rico.
- Has made presentations in several national and regional conferences, including the 1996 American Society for Training and Development (ASTD) International Conference.
- Has been involved in planning and managing several national conferences.
- Conduct ongoing leadership and related training through Oklahoma City Community College.
- Has conducted training for the U.S. Postal Service, the U.S. Army Defense Ammunition Center, the Transportation Security Administration, Diamond Offshore Drilling Corporation, Devon Energy Corporation and many other public and private organizations.