Welcome to
AHED 775 Trends & Issues in Training & Development, Fall 2017

Dear Students:

Are you interested in training & development? This course is intended to provide you with a comprehensive understanding of the current field of training and development. You will gain the ability to analyze issues and make intelligent decisions regarding workplace learning and performance for individuals and organizations in today’s society. We’ll take a close look at needs assessment and how to tell if a performance problem is a training or non-training issue. Students will explore and design training activities and have the chance to further investigate a training issue of interest to them. Finally, you’ll explore careers in training and development by looking at the different roles that trainers play.

The textbooks for this course are:


Textbooks are available through Barnes & Noble at USD. You can purchase them in person or contact them at bn@usd.edu to place your order. They can also be reached at 605-677-6291. They will need to know the course number and name. Mail orders are shipped UPS and should arrive within three days. Books may also be available at http://amazon.com, but keep in mind that they may take longer to arrive. **Note: Because these textbooks are so expensive, you may wish to consider renting them, purchasing a used copy, or purchasing from Amazon.com.**

Sessions will take place through D2L Discussions. D2L can be accessed at https://d2l.sdbor.edu. Handouts will appear in the Content section. Course assignments can be entered through the D2L Dropbox.

Typical time requirements for this course per week are:

- 3 hours readings
- 3 hours per week for classes or D2L Discussions
• Time for written assignments (as needed) – for example, allow several hours per assignment per week a few weeks before an assignment is due

The instructor answers email, **M-F, within 48 hours**. She returns papers with comments and a grade **within two weeks** in the Dropbox. If you wish to meet with the instructor, please make an appointment by email. She is available in person, by phone, or through Blackboard Collaborate.

For information about USD’s technical, academic, and student support services, as well as how to take advantage of these services, please refer to the CE Online Student Orientation guide at [http://www.usd.edu/-/media/files/usd-online/online-orientation-guide.ashx](http://www.usd.edu/-/media/files/usd-online/online-orientation-guide.ashx). This document also contains important information pertaining to minimum technology requirements, registration information, as well as other university services and policies. If you have any technical difficulties, please contact the USD HelpDesk at 605-677-5028 or 877-225-0027.

I look forward to having you as students and getting to know you! If you have any questions, please contact me at ssanto@usd.edu

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Dr. Santo

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