

COURSE MATERIALS

Employee Training and Development
Eighth Edition
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COURSE GRADING

Letter Grade	Percentage
A	93 to 100
A-	90 to 92.9
B+	87 to 89.9
B	83 to 86.9
B-	80 to 82.9
C+	77 to 79.9
C	70 to 76.9
D+	67 to 69.9
D	63 to 66.9
D-	60 to 62.9
F	00 to 59.9

IMPORTANT GRADE INFORMATION

Late work is not accepted. It is the policy of the instructor not to extend exam, discussion, or assignment deadlines. All course materials are available online from any Internet-connected PC anywhere in the world. Students are responsible for reviewing and adhering to all course deadlines.

Quizzes automatically turn off on the due date at 5:00 p.m. (Pacific-time), so please begin early to receive all of the time allotted.

This course requires Respondus for all quizzes. If you do not have lockdown browser
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COURSE REQUIREMENTS

Terminology Activity (20 Points)

Activity assigned weekly assessing understanding of module terminology.

MODULE	ASSIGNED CHAPTER	POINTS
1	Chapter 1	2
2	Chapter 2	2
3	Chapter 3	2
4	Chapter 4	2
5	Chapter 5	2
6	Chapter 6	2
7	Chapter 7	

Module Quizzes (205 Points)

Quizzes assess student's comprehension of the module's readings.

MODULE	ASSIGNED CHAPTER	POINTS
Let's Get Started	Syllabus and Course Review	5
1	Chapter 1	20
2	Chapter 2	20
3	Chapter 3	20
4	Chapter 4	20
5	Chapter 5	20
6	Chapter 6	20
7	Chapter 7	20
8	Chapter 8	20
9	Chapter 9	20
10	Chapter 10	20

Projects (85 Points)

Two projects are assigned to further apply key course concepts.

MODULE	PROJECT	POINTS
3	Needs Assessment: As part of this project, students will complete key components of the needs assessment process based on a hospitality scenario.	20
11	Training Session: As part of this project, students will create a 30-minute training session incorporating concepts learned throughout the semester. The session is based on management book with title options provided in Module Seven.	65

Rebelmail

Rebelmail is UNLV's official email system for students and by University policy, instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

Tutoring and Coaching

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the ASC website, <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3-301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

Diversity Statement

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see University Statements and Compliance, <https://www.unlv.edu/about/statements-compliance>.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and