Lumpkin College of Business and Applied Science
School of Technology
Graduate Certificate Program Proposal

PART 1

Graduate Certificate Title:
Training and Development

Certificate Program Mission:
The program is designed to prepare professionals who can function as effective trainers in private or public agencies and organizations. Graduates of the certificate will be able to analyze, design, lead, and evaluate learning and performance improvement efforts that contribute to organizational achievement. The certificate aims to employ hands on experiences that allow students to identify and solve organizational problems related to the effective use of human resources.

Certificate Admission Requirements:
To be eligible for admission to the certificate program, applicants must meet all of the requirements for admission to the Graduate School (see "Admission to Graduate Degree and Certificate Programs"). *OPD 4840 - Training Program Development will be required for students with no training or human resource development backgrounds. This course will be required in 1st semester if no equivalent course has been taken.*

Degree Audit:
The graduate plan of study is the EIU Degree Audit, which is generated automatically in the Degree Audit Reporting System (DARS) at the time of degree or certificate candidacy. Modifications of the standard EIU Degree Audit are submitted by the graduate coordinator to the certification officer in the Graduate School at the time modifications are approved. The Degree Audit serves as an unofficial summary of requirements for the program. Degree and certificate candidates are advised to review the comprehensive summary of the Degree Audit process specified on the "Requirements for All Degree and Certificate Candidates" section of the Graduate Catalog. Individual programs may require candidates to submit plans of study in addition to the Degree Audit, candidates should consult with the program coordinator.

Certificate Course/Curriculum Requirements:

Training and Development Certificate Core Coursework (12 hours)
- TEC 5203 -- Analysis of Training and Development Issues - 3 Credits
- TEC 5283 -- Instructional Systems Design - 3 Credits
- TEC 5293 -- Strategic Employee Development - 3 Credits
- TEC 5443 -- Assessment and Evaluation in Workforce Preparation - 3 Credits

Electives (6 credits)
- OPD 4840 - Training Program Development (**Required in 1st semester if no equivalent**)
- TEC 5213 – Work Performance Technology
- TEC 5233 – Training Systems Management
- TEC 5223 – Instructional Technology

- TEC 5343 - Multimedia and Web Technology
- OPD 4800 - Strategies and Processes of Teaching and Training
- OPD 4855 - Web-Based Training and Instruction
- OPD 4860 - Facilitating Learning and Project Groups
- OPD 4890 - Accelerated Training and Learning
- **Other Approved Elective**

Courses Applicable Toward a Specific Concurrent or Future Degree Program:
This certificate can be used towards the completion of the **Master of Science in Technology** within the School of Technology. Additionally similar courses are required to obtain the Work Performance Improvement certificate within the School of Technology.

Date approved by SOT curriculum committee: 09/27/2012
Date approved by LCBAS curriculum committee: 11/12/12
Date approved by CAA:

Rationale

Program Rationale and Justification:
Training and Development is a key process within organizations. According to Snell and Bohlander (2010), U.S. businesses spend about $50 billion annually to provide employees about 40 hours of training annually. Fortune magazine reported that the best 100 companies to work for more than double that amount of training. This training can be used to improve performance, develop employees, and orientation training for new hires. With the amount of time and money organizations are spending to train their human resources, there is an expectation that this training produces bottom line results. Trainers need to have an in-depth understanding of what it takes to design, develop, and lead training that results in a return on the organizations investment. In order to have this success, a trainer needs to understand each step of the training process. The training process can be broken down into several specific parts: Analysis of Training, Design and Delivery of Training, Implementation and Management of Training, and Evaluation of Training. This certificate program is designed to provide current and future trainers, instructional designers, and human resource professionals with the specific knowledge and skills to produce successful training. The knowledge and skills outlined in the curriculum are specifically outlined by the American Society for Training and Development.

The knowledge and skills offered within the Training and Development certificate differed from those offered in the Work Performance Improvement certificate program. The WPT certificate program focuses on improving performance through interventions other than training. This focus includes Analysis of the Resources, Constraints, and Change, Development and Implementation of Performance Standards, Understanding Human Factors and Systems, and Evaluating Organizational Results. The professional organization and accrediting body outlining the required knowledge and skills for the Work Performance Improvement certificate is the International Society for Performance Improvement (ISPI). This association offers certification as a Certified Performance Technologist (CPT).

> *Rationale for Title*: While several different areas were considered for the title of this certificate, the name of Training and Development was ultimately selected because of its focus on the specific tasks within the training function. Additionally, with organizations such as ASTD (American Society for Training and Development) being recognized and respected professional associations, a title such as Training and Development is more likely to be recognized by prospective employers and industries that hire our graduates (versus alternatives such as organizational learning, etc).

> *Rationale for course requirements*:
> The courses outlined above are strictly based on the requirements of the field and ASTD as a certifying body. Based on the competencies outlined by ASTD (American Society for Training and Development), the listed courses are the knowledge and skills required of someone in the training and development field. These courses also follow directly the competencies outlined within the certification exam offered by ASTD. Students completing all of the courses within this certificate will have the prerequisite knowledge

needed to sit for the ASTD Certified Professional in Learning and Performance Certification (CPLP) Knowledge exam.

Impact on Existing Programs:
Currently, there is only a certificate in Work Performance Improvement. As of Spring 2012, there are 40 students within the Training and Development area of study concentration. Many of these same students are currently working toward the completion of the Work Performance Improvement certificate. This is due to the connection between the two areas. The anticipated impact on the Work Performance Improvement certificate however would be minimal. The Work Performance Improvement certificate is designed to address a different knowledge and skill set than the Training and Development certificate. Many students will have the opportunity to earn both certificates if they work towards the completion of the Master of Science in Technology.

This certificate also has the potential to impact the Master of Science in Technology in a positive way. In the Spring 2012, the School of Technology Graduate Committee, with the blessing of all graduate faculty, unanimously voted to eliminate current "areas of study" in place of a focus on "certificate areas". The rationale for this change was the result of areas of study not showing up on a student's transcripts, and to eliminate confusion for students between the Master of Science in Technology and areas of study. The upcoming change to the Master of Science in Technology will result in students focusing on the Technology aspect of the degree, and then having the opportunity to select a certificate that will serve as their area of concentration. As of Spring 2012, there were 40 Master of Science in Technology students that specified Training and Development as their area of study. Additionally, by increasing the graduate certificate options to students, there is an opportunity to attract a wider pool of students willing to complete a Masters degree. Therefore, the impact on the Master of Science in Technology could be an increase in enrollment.

Existing Courses that Apply to the Certificate:
At this time, all courses for this proposed certificate are approved and offered on a regular rotation.

New Courses Required for the Certificate Program:
No new courses will need to be developed for this certificate program.

Number of Students Expected to Enroll Each Year:
As of Spring 2012, 40 students indicate they are following the Training and Development area of study. It is expected that these same student will enroll in the graduate certificate in Training and Development since the same courses are offered. The benefit for the student will be that the certificate will appear on their transcript.

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Note: This is the version approved by the Graduate Committee, School of Technology, 9/20/12

<u>**PART 3**</u>

Approvals

Department/School Curriculum Committee: 9/27/12

College Curriculum Committee: 11/12/12

Council on Graduate Studies: