

Course	HRMG 5920 Compensation
Term	Spring 2, 2010
Instructor	Name: Holtz, Fred Phone: 816-561-0515 Email: fholtz@webster.edu
Catalog Description	This course addresses tangible and intangible compensation in the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors, as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees.
Prerequisites	Managing Human Resources (HRMG 5000)
Course Level Learning Outcomes	<p>Upon successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> 1. Define, discuss, and recognize important terminology, facts, concepts, principles, analytic techniques, and theories used in compensation. 2. Apply appropriate terminology, facts, concepts, principles, analytic techniques, and theories used in compensation when analyzing moderately complex factual situations involving compensation issues. 3. Develop appropriate solutions to multifaceted compensation problems involving moderately complex factual situations using appropriate facts, concepts, principles, analytic techniques, and theories from compensation. 4. Evaluate the quality of their proposed solutions to compensation problems against appropriate criteria, including fit with organizational strategies and human resources management strategies, as well as organizational constraints. 5. Conduct moderately complex job evaluations using ranking and point methods. 6. Create moderately complex base pay systems that reflects and integrates compensation concepts and analytic techniques, including job evaluation, pay policies, pay grades and ranges, and market rates. 7. Create moderately complex variable pay systems using individual, group, and organizational level variable pay concepts, including motivation theories. 8. Develop appropriate merit pay grids based using concepts, principles, and theories from compensation, including

	motivation theories.
Materials	<p><i>Compensation</i>, Milkovich, G. T., and Newman, J. M.; Boston: Irwin McGraw-Hill 9th Edition 0072969415.</p> <p>Texts may be obtained from MBS Direct by calling 1-800-325-3252 or order online at http://direct.mbsbooks.com/webster.htm Credit cards and checks accepted</p>
Grading	<p>93-100 A 90-92 A- 87-89 B+ 83-86 B 80-82 B- 70-79 C 0-69 F</p> <p>The GRADUATE catalog provides these guidelines and grading options:</p> <ul style="list-style-type: none"> • A/A- Superior graduate work • B+/B/B- Satisfactory graduate work • C Work that is barely adequate as graduate-level performance • CR Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. • F Work that is unsatisfactory • I Incomplete work • ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. • IP In progress • NR Not reported • W Withdrawn from the course <p>Mid-term examination 30% Final examination 30% Final Paper and Presentation 30% Class Discussions 10%</p>
Activities	<p>Classes will include lectures, group exercises, and discussions of videos and short cases. Some individual exercises may be completed during class, but most will be completed outside class. All group exercises will be completed during class, and obviously cannot be made up individually later—you will simply not get credit for those missed group exercises. For all classes other than the first class, you are expected to have read the assigned chapters before class each week. This will enable you to participate in any exercises and to ask questions about material you didn't understand.</p>

	<p>Students will perform job evaluations and design simple point method job evaluation plans. In addition, students will design base pay systems and variable pay for performance plans. Such activities help students appreciate how the knowledge taught in this course can be applied.</p> <p>There will be one midterm examination and a final examination. The examinations will consist primarily of multiple choice questions, short answers, and short essay questions or exercises. The examinations will cover all of the assigned readings, even if the material was not discussed in class. In addition, you may be tested on information introduced in lectures, videos, or cases, but which is not covered in the textbook.</p>
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>Academic Honesty The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, or other electronic devices must be turned off, or switched to vibrate, when you enter the classroom. Disruption of class, whether by latecomers, noisy devices, or inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p>

	<p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>																				
Course Policies	All readings are to be completed prior to class meetings. Students must be prepared to participate in class discussions. The syllabus is subject to change at instructor discretion. Each student is expected to share weekly a current event relevant to compensation.																				
Weekly Schedule	<table border="1"> <thead> <tr> <th data-bbox="444 898 553 940">Week</th> <th data-bbox="553 898 1409 940">Topics</th> </tr> </thead> <tbody> <tr> <td data-bbox="444 940 553 1014">1</td> <td data-bbox="553 940 1409 1014">Introduction and review of syllabus, course expectations and grading requirements. Read chapters 1 and 2 in text.</td> </tr> <tr> <td data-bbox="444 1014 553 1087">2</td> <td data-bbox="553 1014 1409 1087">Read chapters 3, 4. Lecture and group discussion.</td> </tr> <tr> <td data-bbox="444 1087 553 1129">3</td> <td data-bbox="553 1087 1409 1129">Read chapters 5 and 6</td> </tr> <tr> <td data-bbox="444 1129 553 1161">4</td> <td data-bbox="553 1129 1409 1161">Read chapters 7 and 8 in text. Lecture and group discussion.</td> </tr> <tr> <td data-bbox="444 1161 553 1350">5</td> <td data-bbox="553 1161 1409 1350">Read chapters 9, 10 in text. Lecture and group discussion Mid-term due.</td> </tr> <tr> <td data-bbox="444 1350 553 1465">6</td> <td data-bbox="553 1350 1409 1465">Read chapters 11 and 12 in text. Lecture and group discussion.</td> </tr> <tr> <td data-bbox="444 1465 553 1507">7</td> <td data-bbox="553 1465 1409 1507">Read chapters 13, 14 in text. Lecture and group discussion.</td> </tr> <tr> <td data-bbox="444 1507 553 1644">8</td> <td data-bbox="553 1507 1409 1644">Read chapters 15 and 16 in text. Lecture and group discussion. Student presentations.</td> </tr> <tr> <td data-bbox="444 1644 553 1728">9</td> <td data-bbox="553 1644 1409 1728">Read chapters 17 and 18 in text. Lecture and group discussion. Student presentations. Final due.</td> </tr> </tbody> </table>	Week	Topics	1	Introduction and review of syllabus, course expectations and grading requirements. Read chapters 1 and 2 in text.	2	Read chapters 3, 4. Lecture and group discussion.	3	Read chapters 5 and 6	4	Read chapters 7 and 8 in text. Lecture and group discussion.	5	Read chapters 9, 10 in text. Lecture and group discussion Mid-term due.	6	Read chapters 11 and 12 in text. Lecture and group discussion.	7	Read chapters 13, 14 in text. Lecture and group discussion.	8	Read chapters 15 and 16 in text. Lecture and group discussion. Student presentations.	9	Read chapters 17 and 18 in text. Lecture and group discussion. Student presentations. Final due.
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Additional Information	<p><u>POLICIES:</u></p> <p>Cheating and plagiarism are types of academic dishonesty, and thus violate the code of conduct for Webster University students. The Student</p>																				

Handbook and Calendar describes the possible sanctions for academic dishonesty in the Policies and Procedures section. (The Webster University Graduate Studies Catalog also briefly describes the possible sanctions for plagiarism.) To avoid plagiarism problems and to conform to academic standards you **must** footnote *anytime you refer to ideas that are not your own, i.e., ideas that were drawn from other sources*. When quoting from a source, make certain that you use quotation marks and cite to the page(s) in the source containing the quotation. It cannot be emphasized enough the seriousness of being caught cheating or plagiarizing other people's writing. To enable checking for academic dishonesty, students must be prepared to produce copies of all sources used in any paper upon request.

Webster University's policy on PLAGIARISM or cheating is "the instructor will address issues of academic dishonesty within the confines of the student's course. The instructor may decide an appropriate consequence, including the following options: a written warning; the assignment of a written research project about the nature of plagiarism and academic honesty; a reduced grade or partial credit on the assignment; requiring the student to repeat the assignment; or issuing a failing grade to the student for the course".

Students are expected to ATTEND ALL CLASS SESSION of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. If a student is absent, the instructor is to assign makeup work that may exceed the material presented that week. If a student is absent the first class session, has not notified the instructor prior to the first class session, and has not received permission from the instructor to remain enrolled in the course, the student may be involuntarily dropped from the course. If a student has TWO ABSENCES, the instructor has the option to lower the student's grade one letter grade. If a student has THREE ABSENCES, the instructor has the option to assign a grade of "F".

If a student must be absent, it is important that the student notifies the instructor prior to the class session and obtains approval from the instructor for such an absence. In the case of an exam, presentation, project, paper or other student activity is scheduled to take place or scheduled as a due date on a particular class session, and the student is absent, it is the option of the instructor to assign a zero to that assigned work.

If a student needs to or wishes to withdraw from the course, it is the student's responsibility to withdraw from the course on a timely basis, per the guidelines and rules of Webster University.

A grade of "I" for incomplete work is at the discretion of the instructor

	<p>and must be requested by the student and approved by the instructor. The hardship of the student's situation will be considered and evaluated by the instructor. The level of the completed work by the student will have a bearing on the granting of an "I". If the student is failing at the time of the request, only cases of extreme hardships will be considered. Extreme hardship will be determined by the instructor. If an "I" is granted, the instructor will set a date of expected completion. If the course work is not completed as required and in the time span allotted, a grade of "F" may be submitted dependent upon the circumstances. However, if the student is failing the course and if the course work is not completed as required and in the time span allotted, a grade of "F" will be submitted. Any extensions of the time period required for completion will be considered by the instructor on a case-by-case basis, following the guidelines and rules of Webster University.</p>
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