# "WBUlogo"

Virtual Campus

School of Business

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 5343 – VC01, Compensation, Benefits, and Performance

# **4. TERM**:

Spring, 2020

# **5. INSTRUCTOR**:

Dr. James Sandvig

# **6. CONTACT INFORMATION**:

Office phone: 808-388-8791

WBU Email: [james.sandvig@wayland.wbu.edu](mailto:james.sandvig@wayland.wbu.edu)

# **7. OFFICE HOURS, BUILDING & LOCATION**:

Office hours: Virtual Office Hours – Students may call or text at any time

# **8. COURSE MEETING TIME & LOCATION**: Asynchronous online instruction on Blackboard.

# **9. CATALOG DESCRIPTION**:

Administration of compensation and benefit system in public and private organizations; concepts, models, and practices; job analysis and design; performance evaluation and measurement of results; integration of training, development and planning with compensation policies.

# 10. PREREQUISITE:

MGMT 5309

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BOOK | AUTHOR | ED | YEAR | PUBLISHER | ISBN# | UPDATED |
| Compensation | Newman | 12th | 2017 | McGraw-Hill | 9781-25953-2726 | 3/16/16 |

Wayland Baptist University has partnered with RedShelf to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of the class. The prices are very competitive with the market and in most cases below the standard cost. Once you access the textbook in the classroom it will ask you if you would like to opt-out. If you choose NOT to use this version you MUST opt-out or you will be charged and refunds are not available.

# 12. OPTIONAL MATERIALS

None

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Explain the strategic importance of compensation to the achievement of organizational goals.
* Become familiar with compensation strategies, concepts and practices.
* Develop the ability to design and manage a compensation system.
* Understand how job evaluation and job design fit into the overall compensation and benefits program.
* Develop techniques for conducting wage and benefits surveys.
* Review actual compensation and benefit practices by directing companies through case analysis.
* Review employee benefits and how they are administered.
* Develop hands-on skills through class discuss and case analysis**.**

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy. Please note that all work must be submitted on time. Work submitted late will receive a 10 percent reduction for each day the assignment is late. If an assignment is more than 10 days late you will not be eligible to receive any grade for the assignment. The only exception to late work is hospitalization. If you are hospitalized, please obtain written verification from the medical provider and submit it to me within two days of release from the hospital.

# **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

Wayland Baptist University observes a zero-tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **16. DISABILITY STATEMENT**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

**Article Evaluations: (40%): As you conduct a Literature Review for your research papers, you are to find peer-reviewed articles to evaluate for use in your research paper. You will select articles that are related to your research paper topic. Each Article Evaluation will be two (2) to four (4) pages of content with APA formatting. Each Article Evaluation is worth 10% of your grade, all four Article Evaluations are worth 40% of the course grade. The goal with this assignment is to find quality and scholarly (peer-reviewed) articles to support writing your final paper.**

**Research Paper (40%): Students will complete one research paper (Literature Review) for this class. You will develop a hypothesis and then conduct a literature review. The paper will be a minimum of twelve (12) pages of content, excluding coversheet, abstract and references, and it should utilize at least 10 scholarly (peer-reviewed) sources (journal articles, not just websites). Papers must utilize proper APA format. Topics for papers must also be pre-approved by the professor by the end of the first week. The paper will be submitted to Safe Assignment. If Safe Assignment detects more than a 20% match of previously written work, you must discuss with the instructor to get further instructions. As noted previously, this is worth the highest percentage of your grade**

**Blackboard Discussion (20%):** Students will fully answer the discussion question(s) using scholarly resource support and critical thinking. It must be a comprehensive response adding value to the discussion and demonstrating application of the principles being discussed. Use outside sources to substantiate your assertions. You will respond to one other student’s post. I will grade the discussions each week the discussions are due.

**To answer the discussion question, I expect you to write a one to two page answer with at least two peer-reviewed sources to support your assertion(s). Remember, with graduate writing, it is okay to have an opinion. However, we express our opinion with sound peer-reviewed work that supports our assertion in APA format. This is how we ensure our opinions and thoughts are educated, and informed opinions, and not just random thoughts.**

**Grade Scale:**

**90 to 100 % A**

**80 to 89% B**

**70 to 79% C**

**60 to 69% D**

**0 to 59% F**

**Article Evaluation(s) 40%**

**Research Paper 40%**

**Blackboard Discussion 20%**

**Total 100%**

Other Important Information:

1. Assignments are due on the deadlines given when the assignment is posted.
2. **Late assignments will be reduced 10 percent each day the assignment is late.**
3. Written work, including the term paper, is graded on the basis of content first, but also on the quality of grammar and punctuation.
4. All written assignments should be 12-point type, double-spaced, and using APA Manuscript Writing Style.
5. Questions concerning grades received should be resolved within one week after the assignment has been returned.
6. Unless noted as a group assignment, all work should be original work of the individual student.
7. Academic honesty is expected of all students. Plagiarism, cheating, and other acts that lack academic honesty may result in a zero on the particular assignment.
8. Students will need to use the Internet to access some assignments.
9. Always contact the professor if you need assistance.

**17.1 Include Grade Appeal Statement:**

“Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# 18. TENTATIVE SCHEDULE

|  |  |  |
| --- | --- | --- |
| **Weeks &**  **Dates** | **Reading Assignments** | **Homework due by next meeting** |
| **Week 1**  Feb 24 | * Newman Chapters 1-2 | * Bb #1 Response |
| **Week 2**  Mar 2 | * Newman Chapters 3-4 | * Bb #2 Response * Research Topic (due by 8 Mar) |
| **Week 3**  Mar 9 | * Newman Chapters 5-6 | * Article Evaluation #1 (due by Mar 15) |
| **Week 4**  Mar 16 | * Newman Chapter 7-8 | * Bb #3 Response |
| **Week 5**  Mar 23 | * Newman Chapter 9-10 | * Article Evaluation #2 (due by Mar 29) |
| **Week 6**  Mar 30 | * Newman Chapters 11-12 | * Bb #4 Response |
| **Holiday weeks April 6 – April 12** | * **No Work** | * **No work, be thankful.** |
| **Week 7**  April 13 | * Newman Chapters 13-14 | * Article Evaluation #3 (due by Apr 19) |
| **Week 8**  April 20 | * Newman Chapters 15-16 | * Bb #5 Response |
| **Week 9**  Apr 27 | * Newman Chapters 17-18 | * Article Evaluation #4 (due by May 3) |
| **Week 9**  May 4 | * None | * Work on final research paper |
| **Week 10**  May11  \*\*term ends on Saturday May 16\*\* | * Submit final research paper | * Paper must be in SafeAssign prior to 13 May |

# 19. ADDITIONAL INFORMATION

Grading Rubric:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **A B** | | **C D & below** | |
| **Topic Paper Paper** | **Exceed Expectations** | **Meets Expectations** | **Somewhat Meets Expectations** | **Below Expectations** |
| Integration of Knowledge | The paper demonstrates that the author fully understands and has applied concepts learned in the course. Concepts are integrated into the writer’s own insights. The writer provides concluding remarks that show analysis and synthesis of ideas. | The paper demonstrates that the author, for the most part, understands and has applied concepts learned in the course. Some of the conclusions, however, are not supported in the body of the paper. | The paper demonstrates that the author, to a certain extent, understands and has applied concepts learned in the course. | The paper does not demonstrate that the author has fully understood and applied concepts learned in the course |
|  |  |  |  |
| Topic focus | The topic is focused narrowly enough for the scope of this assignment. A thesis statement provides direction for the paper, either by statement of a position or hypothesis. | The topic is focused but lacks direction. The paper is about a specific topic but the writer has not established a position. | The topic is too broad for the scope of this assignment. | The topic is not clearly defined. |
| Depth of discussion | In-depth discussion & elaboration in all sections of the paper. | In-depth discussion & elaboration in most sections of the paper. | The writer has omitted pertinent content or content runs-on excessively. Quotations from others outweigh the writer’s own ideas excessively. | Cursory discussion in all the sections of the paper or brief discussion in only a few sections. |
|  | **A**  **Exceed Expectations** | **B**  **Meets Expectations** | **C**  **Somewhat Meets Expectations** | **D & below**  **Below Expectations** |
| Cohesiveness | Ties together information from all sources. Paper flows from one issue to the next without the need for headings. Author's writing demonstrates an understanding of the relationship among material obtained from all sources. | For the most part, ties together information from all sources. Paper flows with only some disjointedness. Author's writing demonstrates an understanding of the relationship among material obtained from all sources. | Sometimes ties together information from all sources. Paper does not flow - disjointedness is apparent. Author's writing does not demonstrate an understanding of the relationship among material obtained from all sources. | Does not tie together information. Paper does not flow and appears to be created from disparate issues. Headings are necessary to link concepts. Writing does not demonstrate understanding any relationships |
| Spelling and grammar | No spelling &/or grammar mistakes. | Minimal spelling &/or grammar mistakes. | Noticeable spelling & grammar mistakes. | Unacceptable number of spelling and/or grammar mistakes. |
| Sources | More than 12 current sources, of which at least 10 are peer-review journal articles or scholarly books. Sources include both general background sources and specialized sources. Special-interest sources and popular literature are acknowledged as such if they are cited. All web sites utilized are authoritative. | 12 current sources, of which at least 8 are peer-review journal articles or scholarly books.  All web sites utilized are authoritative. | Fewer than 12 current sources, or fewer than 5 of 12 are peer-reviewed journal articles or scholarly books. All web sites utilized are credible. | Fewer than 12 current sources, or fewer than 2 of 12 are peer-reviewed journal articles or scholarly books. Not all web sites utilized are credible, and/or sources are not current. |
| Citations | Cites all data obtained from other sources. APA citation style is used in both text and bibliography. | Cites most data obtained from other sources. APA citation style is used in both text and bibliography. | Cites some data obtained from other sources. Citation style is either inconsistent or incorrect. | Does not cite sources. |