# Wayland Logo

Wayland OnLine

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, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 5343-VC01, Compensation, Benefits, and Performance

# **4. TERM**:

Summer, 2020 (May 25 – August 8)

# **5. INSTRUCTOR**:

Dr. Hillary Hodges

# **6. CONTACT INFORMATION**:

Office phone: NOTE – I work remotely, so I do not have an office phone; however, I check my email regularly, so that is the most direct route to contact me. I always respond within 24 hours, and if for some reason I cannot, I will post an announcement to that effect on BlackBoard.

WBU Email: Hillary.hodges@wayland.wbu.edu

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

By appointment, remotely (Mountain Time). I have the capacity to Skype or WhatsApp, if necessary.

# **8. COURSE MEETING TIME & LOCATION**:

On-Line - Note: The week begins on Monday and ends on Sunday for the purposes of this course.

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:

BUAD 5300

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

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| Compensation | Newman/Gerhardt | 13th | 2020 | McGraw-Hill Rental | 9781-26004-3723 | 7/10/19 |

NOTE: This is a VitalSource Etextbook. You will only need the book itself. **Etextbook cost is included at registration.** If you want to buy a hard copy, that is fine, but you **MUST OPT-OUT** of the etextbook in the classroom link prior to June 7th, 2020 or you will be charged for the etextbook.

# 12. OPTIONAL MATERIALS: None

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

* Explain the strategic importance of compensation to the achievement of organizational goals.
* Develop techniques for conducting wage and manage an organization’s compensation system through case analysis.
* Discuss how job evaluation and job design fit into the overall compensation and benefits program.

# Assess how employee benefits are developed and administered

# 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.

This is a fully on-line course, and as such, your participation in on-line discussion is counted as attendance. As you will note below, participation is counted as a percentage of your grade. This means you must do more than access materials in order to be counted as in attendance and participating. You must respond to the question(s) posted in BlackBoard and be a part of the discussion. You must also turn in the weekly quizzes, and complete the final project, as each of these is also worth a percentage of your grade. If you neither post nor enter into discussion, you will receive a grade of “0” for that week. If you post, but do not participate in discussion, you may lose some points for that. It is understood that there are times where technical or personal difficulties arise which may prevent you from participating. If this is the case, you are responsible for contacting me and letting me know, otherwise, I have no option but to give you a “0.” Also, an “excused” absence, for any reason, does not mean you will receive full credit for the missed session. There will always be at least a minor reduction in points if you do not participate, and this is non-negotiable. If you miss a quiz, you will be allowed to turn it in 5 days after the deadline, with an automatic reduction in points for being late. After that 5 days has passed, if you do not turn in the quiz, you will receive a “0” for the quiz. The exception to this is Quiz #10, which is **not** accepted late. The final project is **NOT** excepted late, with **NO** exceptions.

# **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. Please read my note on plagiarism on the class BlackBoard page for further information.

# **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**:

Participation/Attendance 30% A = 90-100%

Quizzes 30% B = 80-89%

Final Project 40% C = 70-79%

100% D = 60-69%

F = below 59%

**17.1 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

|  |  |  |
| --- | --- | --- |
| **Week** | **Topics Covered** | **Reading and Homework** |
| 1  5/25 | The Pay Model  Strategy: The Totality of Decisions  (Chapter 1 & 2) | Chapter 3 & 4 |
| 2  6/1 | Defining Internal Alignment  Job Analysis  Quiz #1 (on Chapter 1 & 2) | Chapter 5 & 6 |
| 3  6/8 | Job-Based Structures and Job Evaluation  Person-Based Structures  Quiz #2 (on Chapter 3 & 4) | Chapter 7 & 8 |
| 4  6/15 | Defining Competitiveness  Designing Pay Levels, Mix, and Pay Structures  Quiz #3 (on Chapter 5 & 6) | Chapter 9 & 10 |
| 5  6/22 | Pay-for-Performance: Theory and Evidence  Pay-for-Performance: Types of Plans  Quiz #4 (on Chapter 7 & 8) | Chapter 11 & 12 |
| 6  6/29 | Performance Appraisals  The Benefit Determination Process  Quiz #5 (on Chapter 9 & 10) | Chapter 13 & 14 |
| 7  7/6 | Benefit Options  Compensation of Special Groups: Executives and Others  Quiz #6 (on Chapter 11 & 12) | Chapter 15 & 16 |
| 8  7/13 | Union Role in Wage and Salary Administration  International Pay Systems  Quiz #7 (on Chapter 13 & 14) | Chapter 17 |
| 9  7/20 | Government and Legal Issues in Compensation  Quiz #8 (on Chapter 15 & 16) | Chapter 18 |
| 10  7/27 | Management: Making it Work  Quiz #9 (on Chapter 17)  **\*FINAL RESEARCH PROJECT DUE** |  |
| 11  8/3 | \*Quiz #10 (on Chapter 18) | \*All final work submitted – no work accepted after May 18th at 11:59PM Mountain Time |

\* Not accepted late

*This syllabus is subject to change as needed, or as seen fit by the instructor.*

# 19. ADDITIONAL INFORMATION

**Communication:** Unless you indicate otherwise, and make alternative arrangements, the instructor will use your Wayland issued email to contact you, if needed. Please make sure that you check that email account regularly. You should also check the class BlackBoard site for any important announcements, instructions, and so forth, on a regular basis.

All of the information included on this syllabus and more is posted on this class’s BlackBoard page. Please be sure to read through all of it thoroughly and ask any questions of me you need to in order to ensure understanding of the school’s and my policies.

Please note that Wayland Baptist University has library resources available through the following link: <http://www.wbu.edu/academics/academic_resources/wayland_learning_resource_center_library/tutorials/tutorials.html>. Students are encouraged to use this resource when working on their papers, projects, etc. Tutorials for accessing library resources are linked from the homepage.