



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 – HI01, Compensation, Benefits, and Performance

4. TERM:

Winter, 2019

Term dates: November 12th through February 16th

5. INSTRUCTOR:

Dr. James Sandvig

6. CONTACT INFORMATION:

Office phone: 808-388-8791

WBU Email: james.sandvig@wayland.wbu.edu

7. OFFICE HOURS, BUILDING & LOCATION:

Office hours: The professor is available, by phone, M-F 8am-5pm HST, and Sat 8am-12pm HST

8. COURSE MEETING TIME & LOCATION: Virtual Campus.

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.

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: (30%): 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 three Article Evaluations are worth 30% 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

Paper Presentation (10%): You will report on your research topic in a thoughtfully prepared power point presentation with notes written out (in lieu of oral presentation). You will use media to present and guide your presentation. The goal is to stimulate interactive dialogue.

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. You will receive a maximum of 2.5 points per week, for eight weeks, for a total of 20 points.

Grade Scale:

| | | |
|-------------|---|---------------------------------|
| 90 to 100 % | A | Article Evaluation(s) 30% |
| 80 to 89% | B | Research Paper 40% |
| 70 to 79% | C | Research Paper Presentation 10% |
| 60 to 69% | D | Blackboard Discussion 20% |
| 0 to 59% | F | Total 100% |

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

| <u>Weeks & Dates</u> | <u>Reading Assignments</u> | <u>Homework due by next meeting</u> |
|---|---|--|
| Week 1 Nov 12 – Nov 18 | <ul style="list-style-type: none"> Newman Chapters 1-2 | <ul style="list-style-type: none"> Bb #1 Response |
| HOLIDAY BREAK Nov 19 – Nov 25 | **NO READING DUE** | NO WORK – BE THANKFUL! |
| Week 2 Nov 26- Dec 2 | <ul style="list-style-type: none"> Newman Chapters 3-4 | <ul style="list-style-type: none"> Bb #2 Response |

| | | |
|---|---|---|
| Week 3 Dec 3- Dec 9 | <ul style="list-style-type: none"> Newman Chapters 5-6 | <ul style="list-style-type: none"> Bb #3 Responses Article Evaluation #1 Due by Dec 9 |
| Week 4 Dec 10 – Dec 16 | <ul style="list-style-type: none"> Newman Chapter 7-8 | <ul style="list-style-type: none"> Bb #4 Response |
| Week 5 Dec 17 – Dec 23 | <ul style="list-style-type: none"> Newman Chapter 9-10 | <ul style="list-style-type: none"> Bb #5 Response |
| HOLIDAY BREAK Dec 24 – Jan 6 | **NO READING DUE** | NO WORK – BE THANKFUL! |
| Week 6 Jan 7 – Jan 13 | <ul style="list-style-type: none"> Newman Chapters 11-12 | <ul style="list-style-type: none"> Bb #6 Response Article Evaluation #2 Due by Jan 13 |
| Week 7 Jan 14 – Jan 20 | <ul style="list-style-type: none"> Newman Chapters 13-14 | <ul style="list-style-type: none"> Bb #7 Response |
| Week 8 Jan 21 – Jan 27 | <ul style="list-style-type: none"> Newman Chapters 15-16 | <ul style="list-style-type: none"> Bb #8 Response Article Evaluation #3 Due by Jan 27 |
| Week 9 Jan 28 – Feb 3 | <ul style="list-style-type: none"> Newman Chapters 17-18 | <ul style="list-style-type: none"> None |
| Week 10 Feb 4 – Feb 10 | <ul style="list-style-type: none"> Submit final research paper | <ul style="list-style-type: none"> Paper must be in SafeAssign prior to 8 February |
| Week 11 Feb 11 – 16 **term ends on Saturday** | <ul style="list-style-type: none"> Submit research presentation with notes | <ul style="list-style-type: none"> Presentation must be submitted by 11 February |

19. ADDITIONAL INFORMATION

Grading Rubric will be given during the first week of class.