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School of Management Department: Management
Course # HRMT-601
Course Name: Compensation and Benefits
Credit Hours: 3 Hours **None**
Length of Course: 8 Weeks
Prerequisite(s)

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Instructor Information

Instructor:

Email:

Phone:

Fax:

Office Hours:

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Course Description (Catalog)

This course covers in detail the human resource topics of compensation and benefits. Industry leaders and cutting-edge industry practices are emphasized with relation to the hiring, maintaining, and keeping top employees as part of a successful corporate strategy.

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Course Scope

This course examines in detail the human resource (HR) topics of compensation and benefits. The subject matter focuses on the introduction of the pay model, the role of unions, benefit options, pay for performance plans, appraisals, benefit options, and legal issues surrounding wages and benefits. In addition to exploring the U.S. model the course looks at international pay systems as well and compares culture, expatriate issues, focuses on managing variations throughout the international community. All of the theories and practices analyzed are designed to provide the learner with the knowledge to apply the concepts to current or future real world workplace applications.

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Course Objectives

The successful student will fulfill the following learning objectives:

Upon completion of this course, the student will be able to:

LO1: Evaluate and assess the various elements of The Pay Model in the context of the design, development, implementation, and evaluation of rewards systems in an organization.

LO2: Analyze and evaluate the strategic factors influencing the various levels of rewards systems in the marketplace.

LO3: Appraise the job analysis and evaluation processes used to determine pay level.

LO4: Compare and evaluate methods used to measure performance and determine pay level and associated compensation packages.

LO5: Devise and formulate the benefits determination process.

LO6: Compare compensation given to special groups, including union members and international employees (expatriates), and evaluate the various components of these compensation packages.

LO7: Construct and manage a reward system that could be used in an organizational setting.

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Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. **Online assignments are due by the last day of each week** and include a Discussion Board assignment (accomplished in groups through a threaded discussion board), examinations and quizzes (graded electronically), and individual assignments (submitted for review by the Instructor). As your Instructor I will support you throughout this eight-week course, so don't hesitate to ask questions.

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Course Materials

Required Course Textbooks:

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Milkovich, G.T., & Newman, J. M. (2008). *Compensation (10th Edition)*. New York: McGraw-Hill (ISBN: 978-0-07-353049-9)

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Evaluation Procedures

Course Component	Percent
Participation	15
Discussion Board	
Weekly Homework Assignments	30
APA Format and scholarly writing style, grammar	10
Midterm Examination	20
Final Examination	25
Total Points	100

Class participation includes Discussion Board participation, written assignments, and exams.

Reading Assignments: See assignments for weekly reading assignments.

Supplemental Readings: Additional sources that may be utilized in order to complete assignments and discussion board postings.

Discussion Board Assignments: Use sources (i.e. textbook or supplemental readings) in initial postings and responses.

Homework Assignments: Late assignment submissions will be penalized one full letter grade per day late. After the third day the assignment will be graded zero. Students may contact the professor PRIOR to the assignment due date to obtain an extension without penalty if warranted.

Exams/Quizzes: Exams and quizzes will be graded upon completion

Field Experience Assignments: Based on References used for your Discussion Board Postings and written assignments.

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Final Project: Research Paper

Grade Instruments	Points
Homework Assignment 1	10
Homework Assignment 2	10
Homework Assignment 3	10
Homework Assignment 5	10
Homework Assignment 6	10
APA Formatting and writing 3 x 5	15
Discussion Post 1-7	21
Mid Term Exam	22
Final Exam	32
Total	150

Please see the [Student Handbook](#) to reference the University's [grading scale](#)

8 – Week Course Outline

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Week	Topic	Learning Objectives	Readings	Assignment
1	Chapters 1 and 2	LO1: Evaluate and assess the various elements of The Pay Model in the context of the design, development, implementation, and evaluation of rewards systems in an organization.	Text Readings: Chapters 1,2 In Course Materials: Syllabus	Assignment this week: Assignment this week: Please complete Questions # 2 and 4. page 26. Please complete Questions # 4, page 58. Introduce yourself and Contribute to the weekly Forums board
2	q Chapters 3, 4, & 5	LO1: Evaluate and assess the various elements of The Pay Model in the context of the design, development,	Chapters 3, 4 & 5	REVIEW QUESTIONS Please complete: Questions # 1 & 4, page 89.

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		implementation, and evaluation of rewards systems in an organization.		Questions # 1, 2 & 5, page 124. Questions # 4 & 6, page 158. Contribute to the weekly forum discussion
3	Chapters 6 & 7	LO2: Analyze and evaluate the strategic factors influencing the various levels of rewards systems in the marketplace.	Chapters 6, 7	REVIEW QUESTIONS Please complete: Questions # 1, 3 & 4, page 189. Questions # 1,2 & 5, page 230 Contribute to the weekly forum discussions
4	Chapters 8, 9, & 10	LO1: Analyze and evaluate the strategic factors influencing the various levels of rewards systems in the marketplace. LO3: Appraise the job analysis and evaluation processes used to determine pay level.	Chapters 8, 9, & 10	MID TERM Research Paper See assignment section and Course Materials section for specific assignment instructions
5	Chapters 11 & 12	LO5: Compare and evaluate methods used to measure performance and determine pay level and associated compensation packages.	Chapters 11, 12, & 13	REVIEW QUESTIONS, 10th edition Please complete: Questions # 2 & 5, page 310 and 311 Questions # 2, page 347. Questions # 4, page 389. Questions # 4, page 471 Contribute to the weekly forum discussions
6	Chapters 13, 14, 15 & 16	LO6: Compare compensation given to	Chapters 14, 15 & 16	Prepare a paper in proper APA format

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		special groups, including union members and international employees (expatriates), and evaluate the various components of these compensation packages.		discussing "Pay for Performance for Public School Teachers in America". Present your opinions, but support your ideas, thoughts, and arguments with credible and verifiable sources and references. Your paper should include a cover page, at least three pages of double spaced written content, at least three references aside from the text, a separate reference page, and be properly APA formatted. Be prepared to defend your position. Contribute to the weekly forum discussion
7	Chapters 17 and 18	LO6: Compare compensation given to special groups, including union members and international employees (expatriates), and evaluate the various components of these compensation packages. LO7: Construct and manage a reward system that could be used in an organizational setting.	Chapters 17 & 18	ANNOTATED BIBLIOGRAPHY DUE THIS WEEK An annotated bibliography supports your final project paper. It gives a short synopsis of each reference used for the final project. Use the Internet to see more on annotated bibliographies. A minimum of 8 references or sources should be used to support your opinions, ideas, and arguments.

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				Contribute to the weekly Discussion Board
8	Chapters 1-18	LO7: Construct and manage a reward system that could be used in an organizational setting.	Chapters 1-18 Review All Chapters for Final	Final Project See Course Materials Section of the Classroom for Submission Instructions

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Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)
[Plagiarism Policy](#)
[Extension Process and Policy](#)
[Disability Accommodations](#)
[Writing Policy](#)
[Writing Expectations](#)
[Writing Standards for Citations and Reference Style](#)
[Online Library](#)

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals I understand you must manage competing demands on your time. Should you need additional time to complete an assignment please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Netiquette

Online universities promote the advance of knowledge through positive and constructive debate--both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting--basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the fun and excitement of learning that does not include descent to personal attacks, or student attempts to stifle the discussion of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Educator classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and--especially--satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), :), J

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Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.