



SYLLABUS
MANA 4325.001
Compensation Administration
Fall 2025

Instructor: David Chung, Ph.D.
 Course Times and Location: This is a hybrid course, combining asynchronous online learning with in-person classes held on Thursdays from 11:00 a.m. to 12:20 p.m. in COB 214
 Email: dchung@uttyler.edu (but contact through Canvas is preferred)
 Office Address: COB 350.24
 Office Phone Number: 903-565-5949
 Office Hours: (1) **By appointment only:** Tuesdays 09:00–12:15 & 14:30–17:00
 (2) **No appointment needed:** Thursdays 09:00–10:45 & 14:30–17:00
- If meeting by appointment, please request via Canvas or email at least 2 days in advance

Course Description

Compensation is a powerful tool that can significantly affect an organization's success or failure. This course aims to put students in a better position to design and implement compensation strategies to enhance organizational success and provide them with insight into how their compensation is managed by employers.

Prerequisite

MANA 3311, MANA 3315, or HRD 3333

Course Objectives

1. Understand various compensation objectives that compensation systems may attempt to achieve
2. Understand the four policy decisions that form the foundations of compensation systems and guide how established compensation objectives will be achieved
3. Understand various compensation techniques that link the four policy decisions to established compensation objectives
4. Be able to apply the three pieces of understanding mentioned above (i.e., Course Objective 1–3) to answer questions involving some hypothetical scenarios

Course Materials

1. Textbook – Gerhart, B. (2023). *Compensation* (14th edition). McGraw Hill.

2. Canvas – Various resources for the course will be provided via Canvas. Assignments will be submitted on Canvas. You are responsible for monitoring announcements and emails on Canvas. Thus, internet access is essential. Accessing Canvas through Chrome is recommended. Use the 24/7 free Canvas Helpline for Canvas technical issues.

Course Schedule (All Due Dates Indicated are Based on Central Time)

Week#	Start Date	Topics	Important Notices
Week 1	25-Aug	Course introduction	
Week 2	01-Sep	The pay model; Strategy: The totality of decisions	
Week 3	08-Sep	Defining internal alignment; Job analysis	
Week 4	15-Sep	Job-based structures; Person-based structures	
Week 5	22-Sep	Defining competitiveness; Designing pay levels, mix, and pay structures	
Week 6	29-Sep	Discussion 1	Discussion assignment 1 due by 30-Sep; Application assignment 1 due by 04-Oct
Week 7	06-Oct	Mid-term quiz	
Week 8	13-Oct	Pay-for-performance	
Week 9	20-Oct	Performance appraisals; The benefit determination process	
Week 10	27-Oct	Benefit options; Compensation of special groups	
Week 11	03-Nov	Discussion 2	Discussion assignment 2 due by 04-Nov
Week 12	10-Nov	Union role in compensation; International pay systems	
Week 13	17-Nov	Discussion 3	Discussion assignment 3 due by 18-Nov
-	24-Nov	-	Thanksgiving holidays
Week 14	01-Dec	Government and legal issues; Managing compensation	Application assignment 2 & bonus assignment due by 06-Dec
Week 15	08-Dec	Final quiz	

Grading

Component	Percentage of Total Grade
Application Assignments (2)	30%
Discussion Assignments (3)	30%
Mid-term quiz	15%
Final quiz	15%
Attendance	10%
	100%

Grades: A = 90% and above, B = 80%–89.99%, C = 70%–79.99%, D = 60%–69.99%, F = less than 60%

Bonus Opportunity: Up to 5% of the total grade can be earned additionally by completing a bonus assignment. If you have an overall grade of 85% (= B), scoring perfectly on the bonus assignment could raise your grade to as high as 90% (= A).

Application Assignments

Two application assignments will evaluate students' application of their understanding of the course using hypothetical scenarios. Students are required to submit their answers for these assignments in writing. Details of the assignments will be communicated via Canvas.

Success Tip: Written communication is essential for these assignments. Students who seek to get suggestions and feedback on their writing are encouraged to contact the University's Writing Center. For more information, visit <https://www.utt Tyler.edu/academics/success-services/writing-center/>.

Mid-Term & Final Quizzes

The two quizzes will evaluate how much students understand course concepts. Students are permitted to use **self-prepared, hand-written paper notes** during the quizzes. The mid-term quiz will cover what students have learned until week 6. The final quiz will cover what students have learned since the mid-term quiz. Details of the quizzes will be communicated via Canvas.

Discussion Assignments

Three times this semester, students will submit their responses to some discussion topics on Canvas. These discussion assignments are given to ensure that students are prepared to participate in class discussions. Details on discussion assignments will be communicated via Canvas.

Attendance

To ensure the quality of learning experiences in in-person classes, attendance will be checked during those classes (**exceptions**: the first week of the semester, mid-term quiz week, and final quiz week). There will be **a 1-point deduction** from the total grade for every in-person class missed in the weeks where attendance is checked. However, students will be **excused from missing up to 2 in-person classes** in those weeks (additional exemptions may only be granted if required by General University Policies or at the discretion of the instructor). In other words, the 1-point deduction will generally begin to be applied once three in-person classes are missed in the weeks where attendance is checked.

Bonus Assignment

In the bonus assignment, students will reflect upon what they have learned in class and answer several questions in written communication. Details of the assignment will be communicated via Canvas.

Class Specific Policies

Academic Dishonesty and/or Impropriety Policy

Please review the university policy and uphold the code of honor. No form of academic misconduct will be tolerated. The University has a strict code for cheating, and students should refer to the Student Code of Conduct to understand the consequences. University policy will be followed if a student is caught cheating.

Any student who engages in any form of cheating, including plagiarism or working together on online quizzes and exams designed to be students' independent work will receive an F grade in the course. Software now easily detects when students work together and answer similarly on exams and/or duplicate others' writing and pass it off as their own. Please don't put yourself through embarrassment and the department the hassle of disciplining you for academic dishonesty.

Plagiarism: to take and pass off the ideas, writings, etc. of others as one's own without giving credit to them via a citation/reference. You do not need to cite the textbook when you write for this course.

Withdrawal Date

Please refer to the University's Academic Calendar for information about the last day to withdraw from one or more courses.

Make-Up Procedure for Mid-Term and Final Quizzes

If a student must miss a quiz, the person must make every effort to contact the instructor before the quiz. Failure to do so may result in a zero for that quiz. If a make-up quiz is allowed by the instructor, it must be taken within a week of the scheduled quiz.

Late Policy for Assignments

A grace period of 2 calendar days—or 48 hours—following the stated due date (which is based on central time) is offered for each assignment submission. These periods are provided to accommodate for any form of emergencies and unexpected occurrences that can happen in individuals' lives. All students can use up all the provided grace periods if they want to. Additional concessions may only be granted on the assignment submission dates if required by General University Policies or at the discretion of the instructor. Any assignment submitted after the permitted submission period will not be accepted and will receive no credit.

College of Business STATEMENT OF ETHICS

The ethical problems facing local, national, and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

- i. Ensure honesty in all behavior, never cheating or knowingly giving false information.
- ii. Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age, or religion.
- iii. Develop an environment conducive to learning.
- iv. Encourage and support student organizations and activities.
- v. Protect property and personal information from theft, damage, and misuse.
- vi. Conduct yourself in a professional manner both on and off campus.

General University Policies

UT Tyler Honor Code

An honorable man, impoverished though he may be in talent, cannot fail to attain success and high standing in the eyes of the world. A dishonorable man, though he is possessed of a multitude of abilities, cannot hope to escape for long the condemnation of his fellow men. —Robert Wood

Every member of the UT Tyler community joins together to embrace honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

NOTE: Trying to deceive the instructor or grader in your written work is a form of academic dishonesty and will be treated accordingly—zero on the assignment, reported to the Academic Integrity Department, and possibly failing the course. If you don't do the work, don't try to fake that you did.

Students Conduct

More information is available at <https://www.uttyler.edu/offices/student-conduct-and-intervention/student-conduct/policies/>.

Tobacco-Free University at UT Tyler

More information is available at <https://www.uttyler.edu/offices/human-resources/wellness/tobacco-cessation/>.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center on or before the Census Date of the semester in which the course will be repeated.

Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, and approvals for taking courses as Audit, Pass/Fail, or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

***Census Date (Fall 2025): Sep-08-2025**

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (see Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions or exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

***Last Day to Withdraw from 15-Week Courses (Fall 2025): Nov-03-2025**

Disability/Accessibility Services

The University of Texas at Tyler has a continuing commitment to providing reasonable accommodation for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student Application. For more information, please visit the SAR webpage at <https://www.uttyler.edu/academics/success-services/disability-services/> or call 903.566.7079.

Student Absence Due to Injury/Illness or Death/Major Illness in a Student’s Immediate Family

When a student has an injury/illness that is too severe or contagious for the student to attend class or when a student experiences a death/major illness in their immediate family, the student may request an individual instructor that the absence be excused. Medical documentation should be provided by the student. The Dean of the Students Office can assist in notifying professors of such illness/injury or family emergency at the request of a student as long as the office is contacted immediately via studentaffairs@uttyler.edu or by phone at 903.565.5946. The instructor will review documentation on a case-by-case basis and allow students to make up missed coursework. Should an instructor(s) deny a request for an injury/illness or family emergency, the student can contact the

academic chair or dean of the course reports for further review.

Student Absence Due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester in writing.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time, the instructor will set a date and time for when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via email) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give an unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to, copying from another student's test paper; using, during a test, materials not authorized by the person giving the test; failure to comply with instructions given by the person administering the test; possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test; using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program; collaborating with or seeking aid from another student during a test or other assignment without authority; discussing the contents of an examination with another student who will take the examination; divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student; substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment; paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program; falsifying research data, laboratory reports, and/or other academic work offered for credit; taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or

obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

- iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

Recording of Class Sessions

Class sessions may or may not be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

Campus Carry

The UT Tyler Concealed Handguns on Campus Policy was approved by the UT System Board of Regents and went into effect at all UT Tyler facilities beginning Aug.1, 2016. Senate Bill 11 authorizes handgun license holders to carry their concealed handguns on campus and also requires each university to develop specific guidelines regarding campus concealed carry. Under UT Tyler's policy, which was developed through an extensive process led by the Campus Concealed Carry Working Group, all licensed handgun carriers are required to carry the handgun in a holster or other secure weapon case that completely covers the trigger and the entire trigger guard area. The holster must sufficiently retain the handgun in place so that it will not discharge in the event of sudden movement. In addition, UT Tyler's policy categorizes certain areas as exclusion zones, where the concealed carrying of a handgun is prohibited. Signs are posted at the entry points of areas identified in the policy as exclusion zones. Exclusion zones include all or part of certain buildings. Specific areas are detailed in UT Tyler's Concealed Handguns on Campus Policy. Exclusion zones include: UT Tyler Innovation Academy in Tyler, Palestine and Longview. Patient care areas such as the University Health Clinic, counseling rooms (located in portions of the UC and BEP) and athletic training rooms. Ticketed sporting events at any of the UT Tyler's athletic facilities, as required by law. Formal hearing areas for employee or student adjudication (portions of ADM and UC). Areas where handgun discharge may cause widespread harm such as labs with dangerous and/or explosive chemicals or with magnetic resonance imaging equipment (portions of BEP, HPR, RBS and the Fine Arts Complex). Areas in use for sponsored activities for students under the age of 18 who are not enrolled at UT Tyler. The University of Texas at Tyler takes issues surrounding guns on campus very seriously and will strive to conform to the new law, protect the rights of citizens, and ensure the safety and security of the entire campus.

Changes to the Syllabus

The above constitutes the tentative plan and procedures for this course. Should circumstances necessitate veering from this plan in the judgment of the instructor, changes may have to be made.