COURSE NUMBER: MANA 4325.060 and .061

COURSE TITLE: Compensation Administration

INSTRUCTOR: Jana Belzer, MBA, ABD
   Doctoral Candidate, HRD/ODC

CONTACT INFORMATION: jbelzer@uttyler.edu
   Office: 903.565.5732

OFFICE: BUS 131

OFFICE HOURS: Monday 12:30 to 3:30 p.m.

Additional hours available by appointment. *Please email me at any time. I try to respond to all emails within 24 hours during the week, and to emails received during the weekend as well, but sometimes I cannot due to other commitments. Be sure to use your full name in the email and state the course and section you are in (e.g. MANA 4325.060 or MANA 4325.061).

NOTE: Work hours are Monday-Friday 8 a.m. – 5 p.m.; this is when the bulk of my emails will be addressed. Please do not take it personally if I am unable to respond to a weekend/holiday request until the next work day.

CAMPUS SCHEDULE: I teach Mondays and Wednesdays 9 to 11 a.m.

COURSE DESCRIPTION: Job analysis and evaluation; development of a comprehensive compensation program including incentive systems, supplemental compensation, executive compensation, and benefits analysis.

PREREQUISITE: MANA 3311 or HRD 3333


CLASS MEETING: Online

CORE VALUES: Professional Proficiency
   Technological Competence
   Global Awareness
   Social Responsibility
   Ethical Courage

COURSE OBJECTIVES
   1. To be able to identify and explain the terminology, concepts, issues, and methods relevant to compensation management.
   2. To be able identify and discuss current compensation management issues.
   3. To be able to make compensation management decisions (e.g., determination of an employee’s exempt or nonexempt status) and to perform job analysis and job evaluation when developing pay structures.
TEACHING METHOD:
- Exercises
- Videos
- Textbook
- Power point slides
- Video clips

EMAIL COMMUNICATION: To protect the privacy of students the university requires that all email communication with students be conducted through the University Patriot email system. It is the responsibility of the student to regularly check their Patriot email address.

COURSE SCHEDULE: Below is the schedule of topics to be covered. This syllabus provides a general plan/schedule for this course. Based on the discretion of the instructor, deviations from the course schedule may be necessary. You will be given sufficient notice before any changes are made to the syllabus. You will be notified of all changes.

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 01/12/15</td>
<td>Classes begin: Welcome!</td>
</tr>
<tr>
<td>Week 1 01/12/15-01/18/15</td>
<td>Read Chapter 1: The Pay Model</td>
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<tr>
<td></td>
<td>-Biography with photo</td>
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<tr>
<td></td>
<td>-Chapter 1 Quiz</td>
</tr>
<tr>
<td>Monday, 01/19/15</td>
<td>Martin Luther King, Jr. Holiday- University Closed</td>
</tr>
<tr>
<td>Week 2 01/19/15-01/25/15</td>
<td>Read Chapter 2: The Totality of Decisions</td>
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<tr>
<td></td>
<td>-Chapter 2 Quiz</td>
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<tr>
<td>Week 3 01/26/15-02/01/15</td>
<td>Read Chapter 3: Defining Internal Alignment</td>
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<tr>
<td></td>
<td>Read Chapter 4: Job Analysis</td>
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<td></td>
<td>-Chapter 3 Quiz</td>
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<tr>
<td></td>
<td>-Chapter 4 Quiz</td>
</tr>
<tr>
<td>Monday, 01/26/15</td>
<td>Census Date- Last day to make ANY schedule changes</td>
</tr>
<tr>
<td>Wednesday, 01/28/15</td>
<td>NOTE: Groups will be assigned at this time. See Blackboard.</td>
</tr>
<tr>
<td>Monday, 02/02/15 at 11:59 pm CST</td>
<td>DUE: Biography with photo</td>
</tr>
<tr>
<td></td>
<td>DUE: Chapter 1 Quiz</td>
</tr>
<tr>
<td></td>
<td>DUE: Chapter 2 Quiz</td>
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<tr>
<td></td>
<td>DUE: Chapter 3 Quiz</td>
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<tr>
<td></td>
<td>DUE: Chapter 4 Quiz</td>
</tr>
<tr>
<td>Week 4 02/02/15-02/08/15</td>
<td>Participate in Case 1</td>
</tr>
<tr>
<td></td>
<td>Assigned current event reading 1</td>
</tr>
<tr>
<td>Monday, 02/09/15 at 11:59 pm CST</td>
<td>DUE: Case 1</td>
</tr>
<tr>
<td></td>
<td>DUE: Current Event Quiz 1</td>
</tr>
</tbody>
</table>

The hyphen indicates you should be working on these materials.

This indicates the material is actually due. (Set late to allow for students enrolling up to the census date.)
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| Week 5    | 02/09/15-02/15/15 | Read Chapter 5: Job-Based Structures and Job Evaluation  
Read Chapter 6: Person-Based Structures  
-Chapter 5 Quiz  
-Chapter 6 Quiz |
| Monday, 02/16/15 at 11:59 p.m. CST | DUE: Chapter 5 Quiz  
DUE: Chapter 6 Quiz |
| Week 6    | 02/16/15-02/22/15 | Read Chapter 7: Defining Competitiveness  
Read Chapter 8: Designing Pay Levels, Mix, and Pay Structures  
-Chapter 7 Quiz  
-Chapter 8 Quiz |
| Monday, 02/23/15 at 11:59 pm CST | DUE: Chapter 7 Quiz  
DUE: Chapter 8 Quiz |
| Week 7    | 02/23/15-03/01/15 | Read Chapter 9: Pay-for-Performance: The Evidence  
Read Chapter 10: Pay-for-Performance Plans  
-Chapter 9 Quiz  
-Chapter 10 Quiz  
-Mid-semester class evaluation (under Assignments; item not graded) |
| Monday, 03/02/15 at 11:59 pm CST | DUE: Chapter 9 Quiz  
DUE: Chapter 10 Quiz |
| Week 8    | 03/02/15-03/08/15 | Participate in Case 2  
Assigned current event reading 2 |
| Week 9    | 03/09/15-03/15/15 | SPRING BREAK- University Closed |
| Monday, 03/16/15 at 11:59 pm CST | **Last day to withdraw from course with a “W”**  
DUE: Case 2  
DUE: Current Event Quiz 2  
DUE: Mid-semester class evaluation (under Assignments; not graded) |
| Week 10   | 03/16/15-03/22/15 | Read Chapter 11: Performance Appraisals  
Read Chapter 12: The Benefit Determination Process  
-Chapter 11 Quiz  
-Chapter 12 Quiz |
| Monday, 03/23/15 at 11:59 pm CST | DUE: Chapter 11 Quiz  
DUE: Chapter 12 Quiz |
| Week 11   | 03/23/15-03/29/15 | Read Chapter 13: Benefit Options  
Read Chapter 14: Compensation of Special Groups  
-Chapter 13 Quiz  
-Chapter 14 Quiz |
| Monday, 03/30/15 at 11:59 pm CST | DUE: Chapter 13 Quiz  
DUE: Chapter 14 Quiz |
| Week 12 | 03/30/15-04/05/15 | Read Chapter 15: Union Role in Wage and Salary Administration  
Read Chapter 16: International Pay Systems  
-Chapter 15 Quiz  
-Chapter 16 Quiz |
| --- | --- | --- |
| Monday, 04/06/15 at 11:59 pm CST | DUE: Chapter 15 Quiz  
DUE: Chapter 16 Quiz |
| Week 13 | 04/06/15-04/12/15 | Read Chapter 17: Government and Legal Issues in Compensation  
Assigned current event reading 3  
-Chapter 17 Quiz  
-Current Event Quiz 3 |
| Monday, 04/13/15 at 11:59 pm CST | DUE: Chapter 17 Quiz  
DUE: Current Event Quiz 3 |
| Week 14 | 04/13/15-04/19/15 | Read Chapter 18: Management: Making It Work  
-Chapter 18 Quiz  
-Be working on group project  
-Final Exam Review Quiz now available under Assignments/Final Exam |
| Monday, 04/20/15 at 11:59 pm CST | DUE: Chapter 18 Quiz |
| Week 15 | 04/20/15-04/26/15 | -Be working on group project  
-Study for Final Exam |
| Friday, 04/24/14 at 11:59 pm CST | DUE: Compensation Administration Project |
| Week 16 | 04/27/15-04/30/15 | Final Exam: Cumulative  
100 multiple choice questions. 180 minutes.  
This exam will open at 12:01 a.m. on **Monday, 04/27/15** and close promptly at 11:59 p.m. on **Thursday, 04/30/15**. Exam will automatically submit at midnight on the due date.  
Technical difficulties will happen: PLEASE DO NOT WAIT UNTIL THE LAST MINUTE! You will have 180 minutes to complete 100 multiple choice questions.  
**Due by: Thursday 04/30/15 at 11:59 p.m. CST**  
Located under Assignments/Final Exam.  
NO LATE EXAMS PERMITTED. |
**ASSIGNMENTS:**

**Submit all written assignments in Microsoft Word on Blackboard under Assignments.**

<table>
<thead>
<tr>
<th>1. <strong>Exam:</strong> one (1) consisting of a cumulative Final Exam</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will have 180 minutes to complete 100 multiple choice questions.</td>
<td>200</td>
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<tr>
<td>This exam will open at 12:01 a.m. on <strong>Monday, 04/27/15 and close promptly at 11:59 p.m. on Thursday, 04/30/15.</strong> Exam will automatically submit at midnight on the due date.</td>
<td></td>
</tr>
<tr>
<td><strong>Due by:</strong> Thursday, 04/30/15 at 11:59 p.m. CST</td>
<td></td>
</tr>
<tr>
<td>You are permitted to use your notes and/or textbook, but you only have 180 minutes to complete the exam once you begin, so be sure you are prepared. You are NOT permitted to copy or screen capture any portion of the exam or discuss the exam with any other student. Any cheating will result in disciplinary actions.</td>
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<tr>
<td><strong>Located under Assignments/Final Exam.</strong></td>
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<tr>
<td><strong>NO LATE EXAMS PERMITTED.</strong></td>
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</tbody>
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<thead>
<tr>
<th>2. <strong>Chapter quizzes:</strong> Eighteen (18) chapter quizzes worth 10 points each.</th>
<th>150</th>
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<tbody>
<tr>
<td>The <strong>15 highest quiz scores</strong> will be used in this grade calculation.</td>
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<tr>
<td>All quizzes are due on the Monday indicated by 11:59 p.m. CST. Late work is minus 5 points per day beginning at 12:00 midnight.</td>
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<tr>
<th>3. <strong>Brief Biography</strong></th>
<th>10</th>
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<tbody>
<tr>
<td><strong>Deliverable:</strong> Post a brief biography of yourself to the thread “Class Introduction” under Discussions in Blackboard. Include: full name, where you are from, what you are studying, where you work if applicable, one thing interesting about yourself, and what you hope to learn from this course. Include a university-appropriate photo of yourself.</td>
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<tr>
<th>4. <strong>Case Discussions</strong></th>
<th>80</th>
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</thead>
<tbody>
<tr>
<td>a. You are required to participate in the assigned Case Studies under the Blackboard Discussion Board. Navigate to the correct forum (Case Study 1 or Case Study 2).</td>
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<tr>
<td>b. There will be <strong>two (2)</strong> Case Discussions to participate in worth <strong>40 points each.</strong></td>
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<tr>
<td>c. Each Case Study will require a reading and then a critical analysis effort on your part.</td>
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<tr>
<td>a. You are required to provide two (2) posts.</td>
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<tr>
<td>b. Your first post is to answer the questions asked on the provided Case 1/2 Questions document. Be insightful and creative.</td>
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</tr>
<tr>
<td>c. Your second post is to respond to another student’s post about how their insight has aided your own/you politely disagree with their assessment and why/you feel they could have expanded their statement and how so, etc. This is more analysis on your part. <strong>CONSTRUCTIVE CRTICISIM ONLY.</strong></td>
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<tr>
<td>d. <strong>NOTE:</strong>- You will not be able to view any other posts until you post your own.</td>
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</table>
Points will be deducted for spelling and grammar errors and for not following formatting directions.

The more you write, the better I am able to judge that you have a firm grasp of the topic and you will be more likely to score high.

5. **Current Event Readings and Quizzes:** Three (3) C E quizzes worth 20 points each.

An article or articles will be provided to you under the folder Assignments/Current Events. Navigate to the folder (Current Event 1/2/3) and follow the link to the article(s) or read the attached PDF document(s).

After reading and carefully considering the article(s) content, take the quiz in Blackboard (same folder as the reading). Quizzes may ask content related to, but not found directly in the article(s) so be prepared to conduct internet/textbook research.

6. **Compensation Administration Project**

You will be assigned to a group and are required to produce a minimum eight (8) minute video on the assigned project. Video must include a face-to-face component of at least 6 minutes; the remaining 2 minutes may be PowerPoint, Prezi, or other creative materials. All, several, or one group member(s) may present in the video. Video should be uploaded to the class YouTube channel (see rubric for more details).

NOTE: Do not alter another group’s uploaded materials nor with the account settings.

You are developing a compensation package for a real company. Three sections and the required content will be provided, but as a group you should seek to look at this creatively; there is no one right answer. Be thorough and be creative!

NOTE: A poor peer evaluation will result in the loss of up to 100 points. Students who are evaluated to have done no group work will receive a zero (0).

100 points for content
70 points for presentation- business attire, speaking ability, slide design
30 points for a good peer evaluation
200 points

**Deliverable:** Video presentation uploaded to class YouTube account by due date.

| Total | 700 |

**BONUS POINTS:** Provided at the discretion of the instructor. Bonus point opportunities will be class-wide to avoid any issues with discrimination.
EVALUATION:

<table>
<thead>
<tr>
<th>Point Total (700)</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>626.5-700</td>
<td>A (90%)</td>
</tr>
<tr>
<td>556.5-626.4</td>
<td>B (80%)</td>
</tr>
<tr>
<td>486.5-556.4</td>
<td>C (70%)</td>
</tr>
<tr>
<td>416.5-486.4</td>
<td>D (60%)</td>
</tr>
<tr>
<td>&lt; 416.4</td>
<td>F (&lt;60%)</td>
</tr>
</tbody>
</table>

ACCEPTANCE OF LATE WORK: Assignments are due prior to the hour (ex. due by 11:59 PM Central Standard Time) on the date specified. Therefore, work will be considered late if it is received at any point during the hour (ex. received at 12:00 a.m. Central Standard Time). Work that is late will be assessed an AUTOMATIC 5 POINT DEDUCTION for that first day. The work will be assessed an additional 5 point deduction for each day thereafter. Each following date will begin at 12:00 a.m. Central Standard Time.

EXAM: The final exam has 100 multiple choice questions and is cumulative. You are permitted to use your notes and/or textbook, but you only have 180 minutes to complete the exam once you begin; be sure you are prepared. You are NOT permitted to copy or screen capture any portion of the exam or discuss the exam with any other student. Any cheating will result in disciplinary actions.

WITHDRAW DATE: The last day to withdraw from class is Monday, March 23, 2015.

MAKE-UP POLICY: Makeup exam will be given for university-approved excuses only, which are subject to the instructor’s approval. Any request for a change resulting in an alternate time for an exam will need to be pre-approved prior to the exam in question. Whenever possible, every effort should be made to take the exam as scheduled.

STUDENTS RIGHTS AND RESPONSIBILITIES: To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www2.uttyler.edu/wellness/rightsresponsibilities.php

ACADEMIC INTEGRITY: Academic integrity is of the utmost importance. Academic dishonesty will result in the receipt of an F for a final grade in this course. The assessments included in this course are designed to measure your grasp of the information which is examined throughout the course. Please refer to http://www.uttler.edu/catalog/10-12/1491.htm to review the Academic Standards of Conduct.

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:

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

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 (ADM 230) 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 that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, 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

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 for 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.

DISABILITY ACCOMMODATION: Any student who feels their performance in this class may be impacted by a disability, in accordance with federal law, must provide documentation of his/her disability. It is university policy to evaluate the need for an accommodation on a case by case basis. In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

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.

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 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 issues a unique
identifying ID number to all students. The electronic transmission of grades (e.g., email) risks violation of the Family Educational Rights and Privacy Act (FERPA) and therefore will not be transmitted electronically. Further, in accordance with FERPA, any information regarding assignments and grading will be discussed between the instructor and the student only. All requests made to the instructor, which are initiated by someone other than the student, regarding information about a student’s activity, will be advised by the instructor to seek that information from the student.

**EMERGENCY EXITS AND EVACUATION:** Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

**TECHNICAL SUPPORT:** If you experience technical problems or have a technical question about this course, you can obtain assistance by emailing itsupport@patriots.uttyler.edu. When you email IT Support, be sure to include a complete description of your question or problem including:

- The title and number of the course
- The page in question
- If you get an error message, a description and message number
- What you were doing at the time you got the error message

You may also visit the Help Tab in Blackboard for helpful information.