



CLASSROOM: Web-Based Course
MEETING TIME: See Course Schedule for Assignment Due Dates
NOTE ABOUT TIMES: All times and deadlines for this course are listed as Central Standard Time (CST) Zone (Commerce, TX) times.

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Office: CBT
Office Hours: Tuesdays 9:30am – 12:00pm and by Appointment (or send me an email anytime!)
Phone: 903-886-5686 (you will receive a quicker response by email)

REQUIRED TEXTS:

Milkovich, Newman, & Gerhart. *Compensation (Tenth Edition)*. McGraw-Hill Irwin: New York. **New: \$242.40; Used: \$193.95 EBook: \$157.20**

COURSE OVERVIEW AND OBJECTIVES:

The love of money is the root of all evil. (1 Timothy 6:10)

Show me the money! (Cuba Gooding, Jr., in Jerry Maguire)

*“My mind on my money, money on my mind,
If you owe me ten dollars, you ain't giving me nine” – Jay-Z in Say Hello*

This course focuses on a specific area in Human Resources Management, namely compensation planning and management. As organizations have sought to improve the motivation and retention of their employees, compensation has become increasingly important as a strategy. This course will examine compensation theories and models, job analysis and job evaluation, pay systems and structures, benefits, as well as internal and external fairness and legal issues in compensation.

As the course progresses, continually ask yourself, “How can I improve compensation and reward systems in my organization?” The goal here is to provide you with the necessary tools for diagnosing, addressing, and solving compensation-related problems in the workplace. An understanding of the theory that underlies compensation applications enables you to be more flexible and adaptable when facing new issues and challenges in the workplace.

Upon completion of this course, you should be able to:

- Examine the current state and emerging trends in compensation management
- Recognize the role and limitations of compensation in motivation and retention
- Understand the legal issues in compensation and the legislation and regulations relevant to these issues
- Understand the different compensation approaches that may be useful for motivating various types of employees

COURSE FORMAT:

This course is entirely Web-based. You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the eCollege course management website. Be sure to log onto eCollege and check your university e-mail regularly to see what work you are required to do. PowerPoint slides and mini-lectures will be available for each of the Robbins et al. book chapters, either within the Lesson and/or under the "Doc Sharing" tab. We will also utilize the "Discussion Board" feature of eCollege (See the "Discussion Board" section for more details). I will post topics and/or questions to generate discussion among you and your classmates. This is the main way in which everyone (regardless of your location, time zone, etc.) can actively participate in this course. ALL assignments will also be posted on eCollege, under the Doc Sharing tab. You should submit all of your work in a format that is compatible with **Microsoft Office** and post it in the appropriate "Dropboxes" it is due.

COURSE SCHEDULE:

A course schedule is included within this syllabus.

SYLLABUS SUBJECT TO CHANGE STATEMENT:

I anticipate that we will follow the schedule I've outlined in this syllabus, but I may make adjustments based on what actually happens in class. I may also change the basis for the course grade (if I need to eliminate an assignment or something of that nature). If I do so, I will so inform you in writing. Remaining in the course after reading this syllabus will signal that you accept the possibility of changes and responsibility for being aware of them.

STATEMENT ON ACADEMIC INTEGRITY:

Academic honesty is the foundation of the university community. Cheating, plagiarism, or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. For this class, plagiarism will result in automatic failure (final course grade of F).

An academic honesty policy has been posted under the "Doc Sharing" tab. You should read this document, initial it, and submit it to me via its corresponding "Dropbox" (see the course schedule for the due date)..

SPECIAL NEEDS/REASONABLE ACCOMODATIONS:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

TENETS OF COMMON BEHAVIOR STATEMENT:

All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Handbook).

COURSE POLICIES AND INSTRUCTOR EXPECTATIONS:

Students are required to meet the expectations listed below.

- **Professional Behavior:** It is important that you maintain a professional demeanor at all times, including during "electronic communication". Texas A&M-Commerce expects this from you, as do current and future employers. Since so much communication in the workplace is "electronic" nowadays, this course will be a good place to practice interacting in a manner appropriate to a professional setting. In particular, take special care when posting and responding to discussion board questions.

- **Regular and Timely Attendance and Participation:** You are expected to log onto eCollege regularly. It is the responsibility of each student to keep up with the scheduled readings, discussions, and assignments/exams.
- **Changes to Schedule:** While I plan to stick to the class schedule, there might be occasions to modify the schedule. In these cases, all changes will be announced via eCollege and e-mail. It is your responsibility to become aware of any such changes.
- **E-mail:** Students must routinely check e-mail sent to his or her **Texas A&M-Commerce account**. This is my primary mechanism for communicating to the class. I check my e-mail several times a day, so this is the best way to reach me. I strive to respond to any email within 24 hrs (even if it just to acknowledge receipt of the email while I continue to work on the request).
- **Back-ups Are Required:** You are required to back up all your assignments on a disk that can be submitted to me upon my request. If work is lost due to insufficient back-up, you will not have the opportunity to recreate and submit at a later time.
- **Discussion Boards:** For some of the chapters, discussion questions/topics will be posted online for class participation. Each student is required to make thoughtful posts as well as replies to other students' posts, and follow explicit instructions for posting requirements.

The discussion boards are an important part of your learning – plan to participate throughout the semester. These are considered assignments, and will be graded. In order to achieve the highest possible score for discussion board posts, please post an original response to the topic and more than two replies to show active engagement in the discussion.

Postings will be graded on two elements: critical thinking (addresses the question completely and in-depth; points are clearly made and evidence supports arguments/rationale; shows a clear grasp of content and elaborates with explanation and relevant examples); and responses to classmates (offers meaningful responses to the posts of others, more than simply “good post” or “I agree”).

I suggest that you read the issue posted in the discussion board, write your response to the issue offline, then copy/paste your response into the discussion board. Afterwards, read through the responses of your classmates and make meaningful comments on their posts (perhaps giving an example to support their view or offering an alternative explanation).

Once the discussion boards have been closed, they *will not* be re-opened. See the tentative schedule of due dates at the end of this document for the scheduled discussion posts.

ASSIGNMENTS:

- **Assignments (General Comments):**
 1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students should have at least some skill with software for word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
 2. **Assignments must be turned in on time.** Assignments are due at the **date** and **time** listed. All work and assignments for the entire course will be available on the first day of class. While the syllabus designates specific dates for which work is assigned, you do not have to wait until the “assigned” date to start working on it (or to turn it in). In other words, you can work at your own pace as long as you meet the due dates. I suggest you set a calendar of when to work on assignments based upon your schedule, how long it takes you to complete assignments, and the assignment due dates. Start working on each assignment as soon as you possibly can and make sure that you have the all assignments submitted by the specified due dates. I have outlined a “suggested” schedule that I think would help you maintain a good pace, but you don’t have to follow it. However, you **MUST** turn in all written assignments **ON TIME**. You will have until

11:59 PM CST to submit the work that is listed in the far right, "Work Due" column of the course schedule. I will accept late assignments. However, there will be a significant penalty. For each day that your assignment is late, I will deduct **10 POINTS** from your grade. If you do not meet the 11:59 PM deadline (even by one or two minutes), I will deduct 10 points. If you do not turn the assignment in by 11:59 PM CST the next day, I will deduct an additional 10 points, and so on. Saturdays and Sundays count towards the total days late.

3. Assignments must be complete. You must complete and submit all components at the specified due date and time to receive credit for the assignment. Please don't turn in work that is only "half-finished".

- **Make-up Exams or Late Assignments Will Only Be Accepted If You Obtain University Approved Documentation for Your Excuse:** There are no make-up assignments for poor performance on a previous assignment.

GRADE COMPONENTS:

Component	Type	Value
Discussion Board Assignments (3 @ 50 Points Each)	Individual	150 points (30%)
Legal Exercise Assignment	Individual	50 points (10%)
Exams (2 @ 100 Points Each)	Individual	200 points (40%)
Group Debates Paper	Group	100 points (20%)
Course Total		500 points

GRADING SCALE:

A	90 – 100%	450-500 points	D	60-69%	300-349 points
B	80 – 89%	400-449 points	F	Below 60%	Less than 300 points
C	70-79%	350-399 points			

Incomplete - Must be previously agreed upon by student and instructor.

Withdrawal - Must be initiated by the student administratively.

EXAMS:

The final exam will test your comprehension of the text via a mixture of multiple-choice, fill-in-the-blank, short answer, and short essay items. You will also be tested over your case analysis skills.

- ❖ **IF YOU EVER FEEL AS IF YOU NEED TO MEET WITH ME OR SPEAK OVER THE PHONE IN ORDER TO CLARIFY ASSIGNMENTS, DISCUSS CONCERNS ABOUT THE CLASS, DISCUSS TOPICS FROM THE CLASS, ETC., E-MAIL ME IN ORDER TO SET UP AN APPOINTMENT.**
- ❖ **ON THE COURSE SCHEDULE THAT APPEARS ON THE NEXT PAGE, THE GENERAL ASSIGNMENTS (APA FORMATTING AND ARTICLE), ALL FOUR CASE ASSIGNMENTS, AND THE FINAL EXAM ARE DUE BY 11:59PM (CST) ON THE DATE APPEARING AT THE BEGINNING OF THAT ROW. ALL OF THE DATES IN THE FIRST COLUMN FALL ON THURSDAYS.**

WEEK & DATE DAY OF WEEK: THURSDAY		TOPIC	MATERIAL TO READ & ASSIGNMENTS DUE
1.	August 30	Introduction to Compensation & the Pay Model Legal Issues Exercise Available	Chapter 1 Academic Honesty Policy Pay Satisfaction Questionnaire
2.	September 6	Government & Legal Issues in Compensation	Chapter 17 Legal Issues Exercise Due
3.	September 13	Strategy: The Totality of Decisions Discussion Post Assignment Opens	Chapter 2
4.	September 20	Defining Internal Alignment	Chapter 3 Discussion Post Assignment Closes
5.	September 27	Job Analysis	Chapter 4
6.	October 4	Job-Based Structures and Job Evaluation	Chapter 5
7.	October 11	Person-Based Structures	Chapter 6
	October 18		Exam 1 (Chapter 1-6, 17)
8.	October 25	Defining Competitiveness	Chapter 7
9.	November 1	Defining Pay levels, Mix, & Pay Structures	Chapter 8
10.	November 8	Pay-for-Performance: The Evidence Discussion Post Assignment Opens	Chapter 9 Discussion Post Assignment Closes
11.	November 15	Pay-for-Performance Plans	Chapter 10
12.	November 22	Performance Appraisals Discussion Post Assignment Opens	Chapter 11, "Folly" article
13.	November 29	The Benefit Determination Process & Benefit Options	Chapter 12-13 Discussion Post Assignment Closes
14.	December 6		Exam 2 (Chapters 7-13)
15.	December 12	Debates	
16.			