

University of North Texas at Dallas

Spring 2014

SYLLABUS

MGMT 4840D: Compensation and Benefits Administration 3Hrs			
Department of	Management	Division of	Urban and Professional Studies
Instructor Name:	Panita Ingram		
Office Location:	7400 Houston School Rd. – Rm. 305 – Dallas, TX 75241-4605		
Office Phone:	214-533-6553		
Email Address:	Panita.Ingram@unt.edu		
Office Hours:	10:00am – 12:50pm (M)		
Virtual Office Hours:	9:00am – 2:00pm (M)		
Classroom Location:	Building 2 – 7400 University Hills Blvd., - Room # 240, Dallas, TX 75241-4605		
Class Meeting Days & Times:	Weekly: Monday; 10:00am – 12:50pm		
Course Catalog Description:	3 hours. Wage and salary administration in public and private organizations; determinants of general wage and salary levels and structures; total compensation systems; interrelationship among employee performance, intrinsic and extrinsic rewards, perceived equitable payments, and employee satisfaction. Open to non-business majors.		
Prerequisites:	Not applicable		
Co-requisites:	Not applicable		
Required Text:	<i>Compensation</i> by George Milkovich, Jerry Newman and Barry Gerhart 10 th Edition		
Recommended Text and References:	Various articles and periodic internet downloads (see below course outline).		
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fhcg.follett.com UNT Dallas Writing Center: phone: (972) 338-1646 Bldg. 1 – 3 rd Floor		
Course Goals or Overview:			
	<ul style="list-style-type: none"> ▪ The goal of this course is to provide a solid understanding of the theories, research and business practices relative to compensation and management strategies. 		
Learning Objectives/Outcomes: At the end of this course, the student will be able to:			
1	Better understand fundamental compensation principles.		
2	Define the term compensation.		
3	Identify and communicate the components of total compensation.		
4	Better understand the complexity of compensation systems.		
5	Learn to observe, interpret and apply general compensation tactics.		

Course Outline

This schedule is subject to change by the instructor.

Any changes to this schedule will be communicated by the instructor during class time.

If not in attendance when updates are made, **each student is responsible for coordinating with a student colleague to obtain any changes/updates to the course outline and/or handouts distributed during class time.**

Week	Date	Reading Assignment	Activity	Assessments/Exam
1	Jan 13	<p>Spring Semester Begins First Day of Class</p> <p><u>PART I</u> <u>Introducing the Pay Model and Pay Strategy</u></p> <p>Chapter - 1 The Pay Model</p>	<p>Introductions</p> <p>Complete/Turn in – Student Contact Information Sheet</p> <p>Distribute Syllabus – Review/Class Schedule & Expectations</p> <p>Lecture Discussion</p>	
2	Jan 20	<u>MLK Day</u>	University Closed/No Classes	
3	Jan 27	<p>Chapter – 2 Strategy: The Totality of Decisions</p> <p><u>PART II</u> <u>Internal Alignment: Determining the Structure</u></p> <p>Chapter – 3 Defining Internal Alignment</p>	<p><u>State Minimum Wage Rates</u> – Download, print & bring to class document from below site: http://www.laborlawcenter.com/t-State-Minimum-Wage-Rates.aspx (comparison analysis)</p> <p>Lecture Discussions</p>	
4	Feb 3	<p>Chapter – 3 (continued)</p> <p>Chapter – 4 Job Analysis</p>	<p>Lecture Discussions</p> <p><u>Job Description</u> – Download, print & bring to class your current copy (turn it in)</p> <p>Test – Review</p>	

5	Feb 10	Test: Chapters 1-4 Chapter – 5 Job-Based Structures and Job Evaluation	Lecture Discussion	TEST
6	Feb 17	Chapter – 6 Person-Based Structures <u>PART III</u> <u>External Competitiveness: Determining the Pay Level</u> Chapter – 7 Defining Competitiveness	Lecture Discussions Distribute H/O Take Home Study/Assignment	
7	Feb 24	Chapter – 8 Designing Pay Levels, Mix, and Pay Structures	Lecture Discussion DUE: <u>Chapter 7 Assignment</u> (Submit typed copy) Test - Review	
8	Mar 3	Test: Chapters 5-8 <u>PART IV</u> <u>Employee Contributions: Determining Individual Pay</u> Chapter – 9 Pay for Performance: The Evidence	Lecture Discussion	TEST
9	Mar 10 thru Mar 16	<u>SPRING BREAK WEEK</u>	No Classes	
10	Mar 17	Chapter – 10 Pay-for-Performance Plans Chapter – 11 Performance Appraisals	Lecture Discussion <u>Performance Appraisal</u> – Bring a BLANK copy of your review appraisal form to class. <i>(comparison analysis)</i> H/O – Article: SMART Goals	

11	Mar 24	<p><u>PART V</u> <u>Employee Benefits</u></p> <p>Chapter – 12 The Benefit Determination Process</p>	<p>Lecture Discussion</p> <p>Test - Review</p>	
12	Mar 31	<p>Test: Chapters 9-12</p> <p>Chapter – 13 Benefit Options</p>	<p>Lecture Discussion</p>	TEST
13	Apr 7	<p>Chapter – 13 <i>(continued)</i></p> <p><u>PART VI</u> <u>Extending the System</u></p> <p>Chapter – 14 Compensation of Special Groups</p>	<p>Lecture Discussions</p> <p>DUE: mySocial Security Statement-Email Confirmation</p>	
14	Apr 14	<p>Chapter – 15 Union Role in Wage and Salary Administration</p> <p>Chapter – 16 International Pay Systems</p>	<p>Lecture Discussion</p> <p>DUE: myCompensation and Benefits – MATRIX At-a-Glance</p>	
15	Apr 21	<p>PRESENTATION DAY</p> <p><u>PART VII</u> <u>Managing the System</u></p> <p>Chapter – 17 Government and Legal Issues in Compensation</p>	<p>DUE: myFive-Year Plan</p> <p>Lecture Discussion</p> <p>H/O – Articles: Fair Pay; Lilly Ledbetter</p>	
16	Apr 28	<p>Chapter – 18 Management: Making It Work</p>	<p>Lecture Discussion</p> <p>EXAM – Review</p>	
17	May 5	EXAM – Chapters 1-18 Comprehensive		FINAL - Exam

		(NO EXEMPTIONS FROM EXAM)		
	May 9	Term Ends		

Method of Instructions: Lectures, text discussions forums, exercises, supplemental materials and individual assignments.

NOTE: All reading assignments, classroom discussions, handouts, internet downloads, articles, homework and lecture presentations are open for test inclusion.

The single-most important aspect of chapter reading & study is the student's understanding of the context.

State Minimum Wage Rates

Purpose: Incorporate with *Chapter 1* lecture discussions.

Download and **print** minimum wage document from internet

Bring to class for discussion/comparison analysis (*at beginning of class*).

POINTS: 10

Job Description

Purpose: Incorporate with *Chapter 4* lecture discussions.

Bring a copy of your Job Description to class for discussion/comparison analysis (*at beginning of class*).

POINTS: 10

Performance Appraisal

Purpose: Incorporate with *Chapter 11* lecture discussions/comparison analysis of goals/classifications.

Bring a **BLANK** copy of your Performance Appraisal to class (*at beginning of class*).

POINTS: 10

Chapter 7 – Take Home Assignment

Purpose: To evaluate student ability to engage with text framework and answer chapter questions.

Submit a typed copy of answers to professor.

POINTS: 20

mySocial Security Statement – Email Confirmation

Purpose: Understand the importance of planning and maximizing future benefits by creating an account, reviewing current information and providing an email confirmation of assignment completion.

POINTS: 10

PRESENTATION DAY: myFive-Year Plan

Purpose: Establish a goal (*Five-Year Plan*) for both your personal and professional life.

Format: See *Illustrative Handout* distributed on first day of class.

Must include **a minimum of five (5) components**.

Student will be allowed **five (5) minutes** to present their plan to the class/answer any questions.

Limit: One-page.

Student must give an original copy to professor before beginning presentation.

Deductions will be made for missing information and exceeding the time limit.

POINTS: 50 (30 typed document/20 oral presentation)

myCompensation and Benefits MATRIX: AT-a-Glance

Purpose: Consolidate your benefits portfolio information into *one electronic user-friendly document*.

Identify and have readily available the most important information of your life, when needed.

Profile: Based on your own personal information.

Contents: Major components should include: insurance/medical (PCP), life/supplemental life, dental, vision, 401K, pension, stocks/bonds, etc.

Format: See *Illustrative Handout* distributed on first day of class.

POINTS: 50

Tests/EXAMS

There will be *three* tests.

There will be *one* final exam – comprehensive.

Tests/Exam will consist of matching, multiple choice, fill in the blank, and/or true/false questions.
882-E Scantron and pencil are required for every test and exam.
POINTS: 100 per test and exam

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Final Exam – Comprehensive/No exemptions/No make-ups.

Tests – No make-ups.

Assignments – No late, partial/incomplete assignments accepted. Assignments **must** be turned in at the **beginning** of class.

Grading Points Matrix:

Instrument	Value (points or percentages)	Total
State Minimum Wage Rate Job Description Performance Appraisal	3 assignments -- 10 points each	30
Chapter 7 – Take Home Assignment	1 assignment -- 20 points	20
mySocial Security Statement	1 assignment	10
myFive-Year Plan myCompensation and Benefits Matrix	2 assignments -- 50 points each	100
Tests	3 Tests -- 100 points each	300
Final Exam	1 Final Exam -- 100 points	100
Total:		560

Grade Determination:

A = 504 – 560 pts; i.e. 90% or better

B = 448 – 503 pts; i.e. 80 – 89 %

C = 392 – 447 pts; i.e. 70 – 79 %

D = 336 – 391 pts; i.e. 60 – 69 %

F = 335 pts or below; i.e. less than 60%

GRADING SYSTEM

UNT Dallas' grading system uses the letters A, B, C, D, F, P, NP, I, PR, W, WF, and Z.

A — excellent work, four grade points for each semester hour.

B — good work, three grade points for each semester hour.

C — fair work, two grade points for each semester hour.

D — passing work, one grade point for each semester hour.

F — failure; given when a student (1) has failed the course while still officially enrolled at the end of the term/semester; (2) is failing a course and misses the final examination without satisfactory explanation; or (3) stops attending class without processing an official drop or withdrawal.

P — passed; a credit grade (1) on pass/no pass option, (2) on student teaching, and (3) in selected undergraduate and graduate individual problems, research, thesis and dissertation courses.

NP — not passed; a failing grade on the pass/no pass option; non-punitive.

I — I is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student and department chair and must be entered on the grade roster by the instructor. Grades of I assigned to an undergraduate course at the end of the Fall 2007 semester and later will default to F unless the instructor has designated a different automatic grade. See also “Removal of I” policy in the Academics section of this catalog.

PR — used to show that work is in process on thesis or dissertation in courses numbered 5950D.

W — drop or withdrawal without penalty. Given when a student drops a course or withdraws from the university prior to the end of the sixth week of classes of long terms/semesters or corresponding dates for summer sessions. After that time the student must have a passing grade for the instructor to assign a grade of W for a dropped course; otherwise, the grade of WF is recorded.

WF — drop or withdrawal with a failing grade. Instructor may drop a student with a grade of WF from courses for nonattendance. May be assigned from the 7th through the 13th week of classes of long terms/semesters or corresponding dates for summer sessions.

Z — used to indicate that a grade was not properly received and/or recorded for a course.

Note: No grade points are allowed for grades F, I, NP, P, PR, W, WF or Z.

A complete record of all previously used grades and grading systems is detailed on the official transcript.

Reference: The University of North Texas at Dallas: 2011-2012 Undergraduate and Graduate Catalog.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.

The Department of Management is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, [Disability Accommodations for Students](#), and by visiting Student Life, building 2, Suite 200. 972-780-3632, studentlife@unt.edu.



Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Family Educational Rights and Privacy Act of 1974 (FERPA):

This law prohibits disclosure of student records to any **unauthorized** party. A student **does not** have a right to see educational records containing information about other students such as grades, test scores, etc.

Assignment Policy:

All homework should be **typed/printed** and brought to class ready to turn in at the beginning of class. Do not send assignments via email. Late assignments will not be accepted. Header should always include: Student Name, Date, Course Name/Number.

Exam Policy:

Exams should be taken as scheduled. **No makeup examinations will be allowed** except for documented emergencies (See Student Handbook). All chapter reading assignments, classroom discussions, handouts, homework and lecture presentations will be inclusive. Once testing begins, students will not be allowed to leave the classroom until testing is completed.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. It is recommended that each student coordinate with a student colleague to obtain a copy of class notes, handouts, other materials, etc. if they are absent—NO EXCEPTIONS.

EXPECTATION: Students should attend each class for the entire period and be on time.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.

Additional Policies:

- Use of **cell phones** and/or texting – will not be permitted during class time (except for medical emergencies).
- Students who engage in texting or phone calls during class will be asked to leave.
- Use of camera phone – will **not** be permitted during class time.
- Use of **laptops** – is permitted for taking notes during classroom lectures/discussions, **but will not be permitted on quiz/testing dates.**
- Tape Recording – will not be permitted in class.

Note: Playing games on a laptop or other electronic device, processing e-mail or surfing the internet for recreational purposes during class is considered to be disrespectful and a distraction to the professor and other students.