

MGMT 5133 Total Rewards

Fall 2017

Instructor:

Abbey Davis

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Office Hours: By appointment for virtual meetings, calls or on-campus meetings after 5:00pm CST (Central Standard Time)

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Course Site: Brightspace: <http://online.okstate.edu> or <http://my.okstate.edu> (choose Online Classroom after logging in)

Online Learning Support: spearsonline@okstate.edu

Phone: 405-744-4048

Facebook: Follow Spears School Online Learning on Facebook! <https://www.facebook.com/Spears/Online>

Course Objectives

Objectives of this course include enabling every student to effectively use compensation and benefits concepts and principles to develop and apply human resource management strategies that contribute to achieving organizational goals. This course is not simply about compensation and benefits; it is knowledge about powerful theories and principles that can be used to shape and mold organizations. Students will demonstrate both knowledge and understanding in examinations and application of concepts in the required project and assignments. It is my goal to give as many real-life examples as possible and design project work around realistic needs of companies so that students can be better prepared to tackle these issues in their careers.

Course Goals

In addition to the above objectives, this course will aim to achieve the below learning goals for students:

Ethical Decision Making

This goal anticipates that students will be able to:

- Prescribe appropriate responses to common ethical issues in their discipline;
- Identify when an ethical dilemma may exist;
- Identify stakeholders and potential consequences to the stakeholders; and
- Recommend ethical responses.

Problem Solving

This goal anticipates that students will be able to:

- Apply foundational and analytical skills to solve problems they have not previously seen;
- Make correct inferences from data and information they are provided; and
- Evaluate information and identify optimal solutions.

Technological Competence

This goal anticipates that students will be able to use spreadsheet and other software effectively to:

- Sort, filter, and manipulate data to provide appropriate evidence and answers; and
- Analyze and present results.

Interpersonal Skills

This goal anticipates that students will:

- Understand and be able to demonstrate the basic rules of etiquette;
- Interact, communicate, and work effectively in teams;
- Relate effectively with people of other cultures, backgrounds, and values; and
- Expose themselves to events and activities that broaden their perspective.

Texts and Supplementary Materials

Required Text: Milkovich, G.T., Newman, J.M. & Gerhart, B., *Compensation*, 12th ed. McGraw- Hill, 2016.

Attendance Policy – Students who have not participated in at least one assignment in Brightspace (discussion board, specific assignment, etc.) within the first two weeks of the course, will be reported as not having attended class. The instructor will then recommend the student to drop the course.

Course Requirements:

1. Class Assignments
 - a. Throughout the semester there will be various assignments that the instructor believes are important for reinforcing the discussed material. The assignment will either be from the end of chapter “Your Turn” section or it will be another assignment the instructor will assign. Class assignments are worth 100 points. Assignments should be turned into the online classroom Dropbox by the specified due date.
2. Exams
 - a. There will be three (3) examinations, including the final exam. Exams will be objective multiple-choice and short answer questions. The first two exams will be worth 100 points each and the comprehensive final exam is worth 150 points.
3. Course Project
 - a. The third component of the course is a compensation project worth 100 points. The project content builds on itself throughout the semester and will be completed in teams of 3-4. There will be checkpoints throughout the semester to help ensure each team is on track with the project.
4. Assigned article readings
 - a. Throughout the semester the instructor will ask for you to read and debrief articles from reputable sources that will complement the material we are discussing. These articles will be worth 50 points.

Grading Scale:

This course will have the standard grading scale (A = 100 - 90%, B = 89 - 80%, C = 79 - 70%, D = 69 - 60%, and F = 59% and below).

1. Class Assignments: 100 Points
2. Exams: 350 Points
3. Course Project: 100 Points
4. Assigned article readings: 50 points

Instructor Expectations of Students

The content of this course is specialized material and if you read your text, ask questions when you don't understand something and apply the course concepts to the assignments and project, you should do well and you will have learned much about one of the most vital activities to any organization.

At the end of the term, there will be a self and team member evaluation. Students who do not do their fair share on the team project can expect a reduction on their team project grade. If you experience difficulties with a team member, please contact me.

Students Expectations of Instructor

The instructor will assist you in building foundational concepts and knowledge that will help you be a successful manager or human resource professional. The instructor will respond to student inquiries within 24 hours between Monday-Friday. The instructor will stay abreast of the current regulatory environment in regards to Total Rewards and changes that may impact the discussions in this course. Course content and assignments will be structured in a way that will be applicable to real-world examples and application.

Discussion Boards

Discussion boards may be used for assignments and the team projects. Students are expected to demonstrate appropriate "netiquette" in the Discussion Board.

Internet Netiquette Guidelines

A melding of the words "network" and "etiquette", **netiquette** refers to the manner in which communication is conveyed in an electronic environment.

Here are some guidelines for communication within this course:

- REFRAIN FROM USING ALL CAPS. It is considered SHOUTING when communicating online.
- Do not post or forward offensive or racially insensitive jokes or comments.
- Be careful with humor and sarcasm.
- Don't respond to personal attacks: Contact the instructor for action and referral.
- Always add in the subject line a concise statement describing the email or discussion post.
- Respect others' opinions. If you disagree with what another has said, post your thoughts in an objective, respectful manner. Do not make remarks that can be taken personally.
- Reflect upon the text you have entered before posting.
- Keep the discussion within the scope of the course material.
- Communication should be grammatically correct. Adhere to correct sentence structure, grammar, and spelling conventions. Proofread for errors before posting a message.

- Before you respond to a threaded message, read all the messages related to that message that have been previously posted.

Computer Requirements

- A broadband internet connection
- Windows 7 or Mac OS Mavericks or newer operating system are preferred
- Google Chrome or Mozilla Firefox web browser

Note: lecture videos are not compatible with Internet Explorer or Edge · VLC Viewer video player (click on link to download)

Exams

You will take three exams throughout the semester, all delivered via BrightSpace. These exams include multiple-choice questions and short answer. The exam content will be largely based on video lectures and readings. The first two exams will be worth 100 points and the final is worth 150 points. There will be an option to take the exam on-campus in the evening, or take a proctored exam.

Test window dates:

- Exam 1: Tuesday, September 26th at 12pm to Thursday, September 28th at 12pm
 - Stillwater campus option will be offered Tuesday, September 26th at 6:00pm
- Exam 2: Tuesday, November 7th at 12pm to Thursday, November 9th at 12pm
 - Stillwater campus option will be offered Wednesday, November 8th at 6:00pm
- Final Exam: Tuesday, December 12th at 12pm to Thursday, December 14th at 12pm
 - Stillwater campus option will be offered Wednesday, December 13th at 6:00pm

Note: Locations for Stillwater campus exam options will be communicated at least one week prior to exam date.

ACTION: one week prior to course start date, go to the Spears School of Business Online Learning website to choose a testing center at: spearsonline.okstate.edu, and click on “Select Testing Center” at the top right of the page. Follow the instructions to identify your testing center. Up to one week before each exam start date, make your appointment directly with your testing center to take each exam while being monitored by a proctor for test security reasons. The exam and/or exam instructions will be sent to your testing center 3 days prior to the exam start date. Contact the Spears School Online Learning office at spearsonline@okstate.edu, or call (405) 744-4048 if you have any questions regarding the testing center sign up process. You may also visit <http://spears.okstate.edu/online/guide>.

Make-up Policy

Students are expected to take each exam on the date given and submit each assignment by the due date. If for any reason a student cannot attend an exam or submit an assignment, he or she must notify the instructor prior to the examination.

University Policy

Drop Policy

Information about university drop policy and dates is at this website: <http://registrar.okstate.edu/>
To drop this course, contact the Registrar’s office, (405) 744-6876, or drop through Banner Self Service, <http://my.okstate.edu>

Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu/>.

Accessibility

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. For more information about OSU Student Disability Services, please go to: <http://sds.okstate.edu>.

Tentative Schedule

Week	Topic	Chapter	Assignment	Points
August 21	Introducing the Pay Model and Pay Strategy	Introduction & Syllabus video Chapter 1 video	Bio and Comp Survey Questions	10 points
August 28	Pay Strategy Internal Alignment	Chapter 2 video Chapter 3 video	Chapter 3 Your Turn	10 points
September 4	Job Analysis	Chapter 4 video Project introduction video	Chapter 4 Your Turn	10 points
September 11	Job-Based Structures & Job Evaluation	Chapter 5 video	Chapter 5 Your Turn	10 points
September 18	Person-Based Structures	Chapter 6 video	Project checkpoint 1 due 10/6	
September 25	First Exam	Chapters 1-6		
October 2	Defining Competitiveness	Chapter 7 video	Chapter 7 review questions	10 points
October 9	Designing Pay Levels, Mix & Pay Structures	Chapter 8 video	Benchmarking Assignment	10 points
October 16	Pay for Performance	Chapter 9 video	Article & Review Questions	10 points
October 23	The Evidence and Plans	Chapter 10 video	Project checkpoint 2 due 10/27	
October 30	Performance Appraisals	Chapter 11 video	Chapter 11 review questions	10 points
November 6	Second Exam	Chapters 7-11		

November 13	The Benefit Determination Process	Chapter 12 video	Project Checkpoint 3 due 11/17	
November 20	Benefit Options	Chapter 13 video	Instructor Assigned	10 points
November 27	Government & Legal Considerations	Chapter 17 video	Instructor Assigned	10 points
December 4	Making it Work	Chapter 18 video	Final Project Due 12/8	
December 11	Final Exam	Comprehensive		