University of Cincinnati

I. Course Information:

Title: Compensation Management
Course #: MGMT8078-001
Credit Hours: 2
Term: Spring 2017-2018
Prerequisites: Completed Undergraduate Level Degree

II. Instructor Information:

Name: L. Michelle Bailey, MBA
Title: Adjunct Faculty, College of Business
Email: baileyle@ucmail.uc.edu
Office Hours: By E-mail or By Appointment
Communication Policy: Students are encouraged to contact me anytime via email or Blackboard. A response will be given within 36-48 hours except on weekends.

III. University of Cincinnati Pace:

This course aligns with PACE, the Lindner College of Business platform for developing the total business professional.

P – Professionalism

- Enhance oral & written communication, express ideas clearly, logically and persuasively.
- Develop and practice teamwork skills through group projects and exercises.
- Practice professional habits of punctuality, preparation, respect and participation.

A – Academics

- Develop foundational knowledge of core business functions and their interactions within firms.
- Begin applying functional and cross-functional knowledge to critically analyze business problems; for example applying techniques for business plan development.

C – Character

- Learn and apply leadership techniques for project management (plan, brief, execute, debrief).
- Build an understanding and initial skills of managing diversity, including understanding cultural differences, and challenges and opportunities of global business.
- Understand importance of ethics and social responsibility in business and personal settings.
E – Engagement

- Build understanding of importance and practices of networking through interactions with business professionals and guest speakers.
- Develop awareness and appreciation of involvement in social organizations, community service, and professional group opportunities.

IV. Course Materials

**Book with MyManagementLab**
Martocchio

**MyManagementLab with Etext**
Martocchio

*Options for Purchasing the Text Include:*
- (UC Bookstore, Pearson, Amazon, Etc.)

*Do Not Use any other edition than what is required and included on this syllabus.*

V. Course Description:

Compensation is a systematic approach to providing monetary value to employees in exchange for work performed. Compensation may achieve several purposes to include but is not limited to assisting in recruitment, job performance, driving key work behaviors and job satisfaction. This course is designed to provide students with an overview of these components. In addition, the student will understand basic compensation terms and how to leverage Total Reward Compensation to drive organizational goals. Just as critical, we will discuss the importance of data protection and maintaining confidentiality.

VI. Student Learning Outcomes:

Upon successful completion of this course, the learner will be able to:

- Apply concepts and tools from compensation practices in real-world scenarios;
- Understand total compensation programs and be able to evaluate forms of direct and indirect compensation;
- Understand Key Federal and State legislation and how it impacts pay practices and analysis the role of government in compensation, pay discrimination, and other pay issues;
- Understand fundamentals of Pay-for-Performance; internal equity controls & building market-based comp programs to achieve compensation goals.
VII. Instructional Methods (Including Description about Bb):

The following course utilizes the Classroom Format along with use of the Blackboard (Bb) Learning Management System to provide student-centered online learning that will enhance the teaching and learning process. Through a variety of instructional methods (e.g. classroom lectures, readings, individual and group presentations, etc.) the learner will become immersed and engaged in the learning process. If you are not familiar with these tools, please visit [https://wupport.pearson.com/getsupport/s/](https://wupport.pearson.com/getsupport/s/). You may also contact the Pearson UC Rep, Christine Toscani at christine.toscani@pearson.com for support.

VIII. Course Communication:

University policy requires that the email set up in Blackboard is the primary means of communication. It is advisable that you use your UC email for this purpose and that you check it often. If you choose to change your email in Blackboard to a non-UC email it is your responsibility to ensure you check it frequently. Please see the attached Student Email Policy for more information: [http://www.uc.edu/content/dam/uc/infosec/docs/general/Policy_StudentEmail.pdf](http://www.uc.edu/content/dam/uc/infosec/docs/general/Policy_StudentEmail.pdf).

IX. Course and Grading Policies:

1. **Course Structure:** Changes to the syllabus, due dates, course requirements or grading requirements will be made as far in advance as possible. Due dates will be clearly marked in Blackboard. All assignments will be submitted via Blackboard using a Word document, PDF document or an Excel document.

2. **Academic Integrity:** As with all Lindner College of Business efforts, in this course you will be held to the highest ethical standards, critical to building character. Ensuring your integrity is vital and ultimately is your responsibility. To help ensure the alignments of incentives, the Lindner College of Business has implemented a “Two Strikes Policy” regarding Academic Integrity that supplements the UC Student Code of Conduct (see [http://www.uc.edu/conduct/Code_of_Conduct.html](http://www.uc.edu/conduct/Code_of_Conduct.html))

   - All academic programs at the Lindner College of Business use this “Two Strikes Policy”;
   - All cases of academic misconduct (e.g., copying other students assignments, failure to adequately cite or reference, cheating, plagiarism, falsification, etc.) will be formally reported by faculty; and
   - Students will be afforded due process for allegations as outlined in the policy.

3. **Disability:** Students with disabilities who need academic accommodations or other specialized services while attending the University of Cincinnati will receive reasonable
accommodations to meet their individual needs as well as advocacy assistance on disability-related issues. Students requiring special accommodation must register with the Disability Services Office. http://www.uc.edu/sas/disability

5. Missed and/or late tests, presentations, and graded assignments:

- **Cancelled classes.** If the University cancels classes on a regularly scheduled class day, any assignments will still be due as outlined in the Syllabus. Please see additional details under “Campus Closures” below. Also, please be sure to check Blackboard for updates to our schedule and assignments.

- **Incomplete.** Incompletes will be given only in rare cases where arrangements have been made with me in advance. Otherwise, if you do not complete all course requirements, you will be assigned the letter grade corresponding to the number of points you have received.

- **Late assignments.** Due to the nature of this accelerated 7-week Graduate Level course, late assignments and/or tests will not be accepted and a grade of zero will be given. In extreme emergencies, student may contact Instructor directly in writing to discuss potential options.

- **No extra credit assignments or projects will be given under any circumstances in this course. No emailed Papers and/or Assignments will be accepted under any circumstances.**

- **Grade appeals.** If you have a concern about a grade that you receive in this class, you are invited to submit to me a written appeal within one week of receiving the grade in question. The appeal should outline your specific concerns with the grade and provide evidence to support a grade change. I will then review your appeal and respond as quickly as possible.

- **Academic dishonesty.** Academic dishonesty as defined by University policy (e.g., plagiarizing, cheating, etc.) will not be tolerated in any form. The University Rules, including the Student Code of Conduct, and other documented policies of the department, college, and university related to academic integrity will be enforced. Any violation of these regulations, including plagiarism or cheating, will be dealt with on an individual basis according to the severity of the misconduct.

- **Special needs policy.** If you have a disability (e.g., visual impairment, hearing impairment, physical impairment, communication disorder, and/or specific learning disability) that may influence your performance in this course, you must meet with the Disability Services Office (DSO) to arrange for reasonable accommodations to ensure an equitable opportunity to meet all the requirements of this course. You may contact DSO at 556-6823. Campus Location: 210 University Pavilion. You will be provided an Accommodation Form indicating your accommodation needs for the quarter. Please present this form to me as soon as possible to ensure your accommodation needs are discussed, agreed upon, and provided.

6. **Campus Closures:** In the event of inclement weather and the university is closed, the closure will not affect the online course. All course assignments and activities will remain as scheduled in the course syllabus. Individual and Group Presentations will be substituted for
7. **Criteria for letter grades:**

Your course grades will be based on your performance on the following:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>94% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>90% - 93%</td>
<td>A-</td>
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<tr>
<td>86% - 89%</td>
<td>B</td>
</tr>
<tr>
<td>82% - 85%</td>
<td>B-</td>
</tr>
<tr>
<td>78% - 81%</td>
<td>C+</td>
</tr>
<tr>
<td>74% - 77%</td>
<td>C</td>
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<tr>
<td>70% - 73%</td>
<td>C-</td>
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<tr>
<td>69% and below F</td>
<td>F</td>
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**Grading Scale**

<table>
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<tr>
<th>Allocation:</th>
<th>Individual Presentation</th>
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<table>
<thead>
<tr>
<th>Point</th>
<th>20 Points</th>
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<tbody>
<tr>
<td>Group Presentation</td>
<td>20 Points</td>
</tr>
<tr>
<td>Tests MyMGMTLab – Open Book (3)</td>
<td>40 Points</td>
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<tr>
<td>Classroom Participation; includes MyMGMTLab Exercises (as assigned)</td>
<td>20 Points</td>
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**Total Points Available** 100 Points

**Description of Major Assignments**

- **Individual Student Presentation:** Points: 20 Weight: 20%
  (Review Rubric on Bb)
  - Each student is required to deliver a 10-minutes Oral Presentation during Weeks 3 and 4 of the course. *(Note: UC Spring Break = 3/12/18-3/18/18 – No Class on 3/13/2018).* Instructor randomly selects presentation Week Assignment. While a PowerPoint presentation is not required (unless Campus Closure and/or Inclement Weather (see above), each Student must design an effective and engaging method to communicate the Course content in his/her presentation. Students should be effective in developing and delivering a professional presentation. Student should be prepared to respond to Instructor and/or Student questions during the presentation. Each Student is responsible for obtaining A Student Feedback Form from Bb to complete during Weeks 3 and 4 for himself/herself and for each student delivering an Individual Presentation. Your goal as a listener during presentations is to be prepared to discuss what you learned when/if prompted by Professor. **You should also submit your Topic Request to Professor in Class no later than Week 2 for approval (e-mail requests are not accepted).** Professor may reassign topics to randomly selected students if too many students have the same topic. It is critical that students review the Rubric to ensure they are meeting expectations for assignment (i.e., ensuring Presentation covers the “how” and “why” in practical terms, while also demonstrating a command of key course concepts versus a perfunctory reciting (i.e., solely explaining “what is compensation” would not be acceptable).

  - A 2-3 Page Paper is required and should provide an Overview of the key elements of your Presentation and Setting/Context. The 2-3 Page Paper (MLA-format) must be submitted on or before 3/27/18 at 11:59 PM EST via Bb SafeAssign. **No emailed Papers will be accepted under any circumstances.** Presentation should cover one of the below topics:
**1) Status of 2016 Fair Labor Standards Act (FLSA) Over-time Law and If/How Will Law Affect Employers & Employees; or, (2) Gender Wage Inequality: What To Know, Impact on Our Society & Importance of Equal Pay Act (Current Trends & Developments); or, (3) Up-close & Personal: My Interview with a Compensation Executive and What I Learned (student actually interviews Comp/HR Professional; past or present position) and discusses what was learned and how it ties into Compensation course; (4) How To Design an Effective Performance Appraisal Process; (5) The Importance of Accurate Timekeeping Pay for Hourly Employees; (6) Prevailing Wages; (7) Severance Pay (methods to administer, how to implement in equitable manner; what measures to decide if offering; cautions of implementing); (8) Methods of Pay for Travel and How to Administer & Train/Cautions for Employers; (9) Wage & Hour Investigations & What’s Involved; (10) Compensation Structure & Methods to Motivate Employees; (11) Leave of Absence and How Leaves Impact Compensation for Employees; (12) Compensation & Part-Time Employees (how does compensation differ between Part-time Employees & Full Time Employees).

To Guide You in the development of Your Individual Presentation, the following are questions you may consider as you design your presentation, using presentation topic option “How to Design an Effective Performance Appraisal Process.” Questions You May Consider in Your Presentation and Paper (not an exhaustive list): Clearly State the Problem or Challenge; What Type of Employees (exempt, non-exempt, both) Will Be Part of the Employee Appraisal Process? What type of appraisal will you design and why? What Metrics Will You Use & Why? Explain Reasons and/or Importance for Designing a Performance Appraisal? What process will You Use to Establish a Budget for Merits? Will Performance Appraisal be Aligned with Merit Increases or Not? Why or Why Not? What challenges should a compensation professional be aware of when designing a Performance Appraisal? How Will You Communicate Your Appraisal process? Are approvals, Timeframes, etc. Required. Clearly State your solutions and/or Key Lessons Learned as it relates to course content. Students should use the same critical thinking when selecting from above topics to design their Presentation. Your presentation should be focused on Issues, Shortcomings, Gaps, Best Practices, Current Legal Cases, Recommendations.

**Group Presentations**  
(Review Rubric on BB):

- Teams May Select Instructor-Approved Topic Based on Themes from Strategic Compensation, Lectures, Classroom Discussions, Case Study Review and Analysis. Topic Must Be Submitted to Instructor no later than March 27 in class on Group Presentation Topic Approval Form. Students are responsible for ensuring Instructor Receives Topic and Approves. Each Group is Responsible for a 15-Minute Presentation on 4/17/18 during Class.
- Each Group must also Submit a 2-3 Page (MLA-format) Summary of Presentation on or before April 15, 2018 11:59 PM EST via Bb SafeAssign. The Paper must provide a coherent overview of the key elements of the presentation based on the semester course. No emailed Papers will be accepted under any circumstances.
- Presentation Topics to Consider (not an exhaustive list)
  - An Analysis of Compensation Vendors & Benefit to Employers
  - Exempt versus Non-Exempt: How to Accurately Classify Employees & Why It Matters. Integrate concepts from class learning & e-Text.
  - Create a Real-Life Compensation Issue and Provide 2-3 Solutions. For example: (1) a Female and/or Minority Employees of a Department Complains of Unfair Pay Treatment-How Would You Handle; (2) Manager is Concerned His/Her Employees
Your presentation should be focused on Issues, Shortcomings, Gaps, Best Practices, Current Legal Cases, Recommendations. Students should use caution to not be overly tied to notes during Oral Presentation. Students listening to presenters should be prepared, if prompted, to discuss top 3 learning areas from fellow classmates.

- **Three (3) Tests**
  - **Points: 40  Weight: 40%**
  - **Test # 1** – 10 Multiple Choice and/or True/False Questions – Chapters 1-3 (Due 3/11/18 via Bb on or before 11:59 PM EST) – Worth 10 Points

  - **Test # 2** – 10 Multiple Choice and/or True/False Questions – Chapters 6 (Due 3/28/18 via Blackboard on or before 11:59 PM EST) – Worth 10 Points

  - **Test # 3** – 20 Multiple Choice and/or True/False Questions – Chapters 7-8 (Due 4/03/17 via Blackboard on or before 11:59 PM EST) – Worth 20 Points

- **Class Participation**
  - **Points: 20  Weight: 20%**
  - (See Attached Rubric(s) Below):
    - This class will be interactive and participatory in nature. Attendance is critical in this short seven (7) week course and preparing for class discussions is a vital part of your learning experience. Through speaking, sharing respectful opinions about the course content, and participating in in-class assignments, you demonstrate knowledge of the topics at hand (through preparation, analysis, chapter readings and in-class assignment participation, student presentation feedback and submitted assignments).
    - During Class Discussion and Lecture portions of course, Students will be expected to fully participate. During the course, at Instructor discretion, students will be provided with in-class assignments, typically taken from the Course Textbook. These In-class Assignments may be individual and/or in pairs or teams to review problem statement/assignment then report/discuss recommendations/solutions with broader class. At Instructor discretion, in consideration for adult-learners’ busy schedules, students will be provided with limited in-class work-time to discuss/organize Group Presentations with respective teammates.
Successful completion of Pearson MyMGMTlab exercises located on Bb which are due on or before 4/3/18 11:59 PM EST. Videos, exercises, etc. cover Chapter readings 1-3, 6-8.

Class starts on time, so please be on time. Electronics may be used for course work only and violators may result in up to a 10% reduction in course grade. Work and/or Personal matters (emails, texts, Laptop) may be handled during class breaks or by stepping out of the class.
<table>
<thead>
<tr>
<th>Week(s)</th>
<th>Topic</th>
<th>Key Materials</th>
<th>Primary Activities</th>
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• Text: Martocchio. Read Chapters 1-2  
• Be Prepared to Discuss (1) Chapters 2-3 Readings and (2) Assigned Case Study from UC Library |
|         | Pearson Lab Rep eText review | Course Text: Martocchio | |
|         | Review of Assigned Case Study & Class Discussion | Student Materials for Individual and/or Group Presentations | |
| Week 2  | Chapters 3, and Chapter 8 Highlights Lecture & Class Discussion:  
- Traditional Bases for Pay: Seniority & Merit  
- Merit Pay  
- Possible Limitations of Merit Pay Programs | Course Text: Martocchio | • Be Prepared to Discuss Chapter 3 Reading  
• In-class Assignment from Chapter Readings and Discuss with Broader Class  
• In classroom Group Presentation (or Student Individual Presentation) Prep  
• Test #1 Due Week 2 – Due 3/11/18 on or before 11:59 PM EST Chapters 1-3 |
| March 6 | Classroom Group Presentation (or Student Individual Presentation) Prep | | |
| Week 3  | Chapters 1-3, 8 Overview Lecture & Class Discussion (continued): Individual Student Presentations Due Week 3 – See Syllabus | Course Text: Martocchio | • Lecture; Read Chapter 8 and Be Prepared to Discuss in Class  
• Begin Individual Student Presentations – Week 3 Students – 2-3 Page Summary Paper (MLA-format) Submitted via SafeAssign Blackboard due on or before 3/27/2018 11:59 PM EST  
• Class Submits Written Feedback to Instructor and Student Presenting (Instructor Provided Feedback Form via Bb)  
• MyMGMTLab Video-The Weather Channel on Bb – Due 3/20/18 on or before 11:59 PM EST |
| March 20| Individual Student Oral Presentation and 2-3 Page MLA Format Summary Submission Submitted via SafeAssign via Blackboard by 3/27/18 11:59 PM EST for all students | | |
| Week 4  | Chapter 6 Lecture & Class Discussion: Building Internally Consistent Compensation Systems | Course Text: Martocchio | • Lecture – Chapter 6; Students Read and be Prepared for Class Discussion  
• Complete Individual Student Presentations |
| March 27| | Student Oral Presentations and 2-3 Page Summary (all students) MLA-format Submission Submitted via SafeAssign via Blackboard by 3/27/18 11:59 PM EST | |
| Week 5 | April 3 | Chapters 6-7 Lecture & Class Discussion (continued)  
Building Internally Consistent Compensation Systems  
Building Market-Competitive Systems  
Classroom Group Presentation Prep | Course Text: Martocchio  
Student Group Presentation Materials  
Test #3 Due 4/3/18 AND (1) MY MGMT Lab assignments. Each Due 4/3/18 via Blackboard on or before 11:59 PM EST | • Lecture – Chapter 6-8; Students Read and be Prepared for Class Discussion & In-class Textbook Assignment  
• Classroom Group Presentation Prep  
• Test #3 - Chapters 6-8 (worth 20 points) via Blackboard on or before 11:59 PM EST – Due 4/3/2018  
• Video: MyMgmt Lab Hautelook & Questions on Bb due on or before 4/3/18  
• Potential: Classroom Case Study (Time Permitting) and e-Text In Class Assignment |
|---|---|---|---|---|
| Week 6 | April 10 | Chapters 7-8 (continued)  
Building Market-Competitive Compensation Systems  
Building Pay Structures that Recognize Employee Contributions  
Group Presentation Prep | Course Text: Martocchio  
Reminder: GROUP Presentations DUE Week 7 | • Lecture – Continue Chapter 6-8; Students Read and be Prepared for Class Discussion & In-class Textbook Assignment  
• Chapter 8: Crunch the Numbers Assignment Questions on Bb due on or before 4/11/18  
• Potential: Classroom Case Study (Time Permitting) and e-Text In Class Assignment  
• Potential Classroom Group Presentation Prep |
| Week 7 | April 17 | Group Presentations – Due 4/17/2018 (Paper Due 4/15/18) before 11:59 PM EST  
Presentation Topics Covered: Chapters 1-4; 6-8. | | • In-Class Group Presentations due 4/17/18;  
• Written 2-3 Page Summary of Presentation Topic due 4/15/18 by 11:59 PM EST on Bb via SafeAssign |
Group Presentations – Teams may select approved topic based on themes from strategic compensation, lectures, classroom discussions, case study review and analysis. Topic must be submitted to instructor by no later than March 28 in class on group presentation topic approval form. Students are responsible for ensuring instructor receives topic and approves. Each group is responsible for a 10-minute presentation on 4/17/18 during class. Each group must also submit a 2-3 page (MLA format) summary of presentation on or before April 15, 2018 11:59 PM EST via SafeAssign Blackboard. Please review syllabus for further details.

- Presentation topics ideas (review section IX of syllabus)
- Other approved topic. Instructor welcomes other team generated ideas

X. Rubrics – Go to Blackboard and navigate to “Course Rubrics & Forms” to review Rubrics.