



**DOANE**  
UNIVERSITY

## SYLLABUS

<b>Course Title</b>	Compensation and Benefits
<b>Course Number</b>	BUS 627-Online
<b>Number of Credits</b>	3
<b>Course Dates</b>	01/14/2019-03/09/2019
<b>Instructor</b>	Abby Stewart, MAM
<b>Email Address</b>	<a href="mailto:abby.stewart@doane.edu">abby.stewart@doane.edu</a> or stewartabbya@gmail.com
<b>Office Hours/Availability</b>	Via email or by appointment
<b>Phone Number</b>	(402)759-2064
<b>Textbook Information: (e.g. title, edition, publisher, ISBN)</b>	The Compensation Handbook: A State-of the-Art Guide to Compensation Strategy and Design; 6th Edition, ISBN 978-0-07- 183823-8, Berger and Berger, McGraw Hill, New York, New York.
<b>Additional Course Materials</b>	American Psychological Association. (2010). Publication manual of the American Psychological Association (6th ed.). Washington, DC: American Psychological Association. All postings must follow APA format. Online resources, such as Purdue Owl ( <a href="https://owl.english.purdue.edu/owl/section/2/10/">https://owl.english.purdue.edu/owl/section/2/10/</a> ) may be used.



	Other course material may include articles, documentaries, movies, audio clips, etc., which will be available in Blackboard.
<b>Course Description</b>	The course focuses on the critical issues related to the strategic management of the organization's compensation and benefit system. Students will learn to: explain competitive advantage and the relationship of compensation and benefits to that advantage; understand the impact of reward systems on the firm's ability to recruit and retain highly skilled and motivated employees; identify and describe job evaluation; understand employment law and procedure as they apply to compensation and benefit systems; align reward programs to strategic objectives of the organization; compare and contrast various pay and compensation systems; explain the interaction of compensation strategy and various employment policies and practices; and recognize differences between pay and benefits in the United States.
<b>Program Outcomes</b>	Students will develop a Strategic Compensation Plan for a company of their choosing. This purpose of this plan is to encourage students to think critically from an HR professionals standpoint and should also be detailed enough for presentation to the company.
<b>Course Learning Outcomes/Objectives</b>	<p>Upon completion of this course, students will:</p> <ul style="list-style-type: none"> <li>• Describe the importance of compensation and benefits and what they are</li> <li>• Summarize related HR regulations</li> <li>• Identify organizational compensation strategies</li> <li>• Describe the value of a needs assessment.</li> <li>• Summarize managing policies, programs, and activities.</li> <li>• Define organizational responsibilities</li> </ul>
<b>Technology Requirements</b>	<a href="https://www.doane.edu/faq/minimum-computer-requirements">https://www.doane.edu/faq/minimum-computer-requirements</a>



## Course Schedule

<b>Week or Module</b>	<b>Topic</b>	<b>Content</b>	<b>Assessments Matched to Learning Outcomes</b>	<b>Due Date &amp; Time</b>
Week 1	Introduction to Compensation	Read chapters 1, 2, 3	Assignment #1: Compensation Strategy Paper (4-5 pages)	1/19/19 11:59 p.m.
Week 2	Compensation Professionals	Read Chapters 4, 5, 6	Assignment #2: Competitive Advantage Paper (4-5 pages)	1/26/19 11:59 p.m.
Week 3	Base Salary	Read Chapters 7, 8, 9, 10	Assignment #3: Salary Structure Paper (4-5 pages)	2/2/19 11:59 p.m.
Week 4	Compensation and Performance	Read Chapters 32, 33, 35	Assignment #4: Appraisal Systems Paper (4-5 pages)	2/9/19 11:59 p.m.



Week 5	Variable Compensation	Read Chapters 15, 16, 17	Assignment #5: Variable Pay Program Paper (4-5 pages)	2/16/19 11:59 p.m.
Week 6	Executive Compensation	Read Chapters 21, 22, 23, 26	Assignment #6: Executive Compensation Strategy Paper (4-5 pages)	2/23/19 11:59 p.m.
Week 7	Board Compensation	Read Chapters 28, 29, 30	Assignment #7: Board Compensation Paper (4-5 pages)	3/2/19 11:59 p.m.
Week 8	Final Assignment		Assignment #8: Compensation Plan Recommendation (15+ pages)	3/9/19 11:59 p.m.

### Grading Assessments

Type of Assessment	Points	Total possible points
Weekly assignment papers	10 points each (weeks 1-7)	70
Final assignment	30 points	30



## Course Schedule

### Online Course

This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

Communicating with the Instructor

~~This course uses a “three before me” policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:-~~

- ~~1. \_\_\_\_\_ Course syllabus~~
- ~~2. \_\_\_\_\_ Announcements in Blackboard~~
- ~~3. \_\_\_\_\_ The “Question Center” discussion board~~

~~This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.~~

~~If you cannot find an answer to your question, please first post your question to the “Question Center” discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.~~

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, contact me via email or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance.

Phone: 402-826-8411

Email: [helpdesk@doane.edu](mailto:helpdesk@doane.edu)

Web: <http://www.doane.edu>

~~When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:-~~

- ~~1. \_\_\_\_\_ Course syllabus~~
- ~~2. \_\_\_\_\_ Announcements in Blackboard~~
- ~~3. \_\_\_\_\_ Watch your emails~~
- ~~4. \_\_\_\_\_ Of course use class time~~

~~This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.~~

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, contact me via email or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.



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### **Computer Requirements**

Minimum computer requirements for the successful use of Blackboard:

[http://www.doane.edu/about-doane/offices/its/help-and-support#min\\_requirements](http://www.doane.edu/about-doane/offices/its/help-and-support#min_requirements)

Minimum computer requirements for success in this course:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Word processing software—Microsoft Word or Google Docs
- Webcam and mic

You are responsible for having a reliable computer and internet connection throughout the course.

### **Email and Internet**

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <http://bb2.doane.edu>

### **Submitting Assignments**

All assignments, unless otherwise announced by the instructor, **MUST** be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

### **Campus Network or Blackboard Outage**

When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

### **Grade Scale**

A+ = 97-100%	A = 94-96%	A- = 90-93%	B+ = 87-89%	B = 84-86%	B- = 80-83%
C+ = 77-79%	C = 74-76%	C- = 70-73%	D+ = 67-69%	D = 64-66%	D- = 60-63%
F= 59% or below					



<b>Participation Policy</b>	A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.
<b>Study Time</b>	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.
<b>Late Work</b>	Late work will be accepted in extenuating circumstances. These circumstances must be communicated to me prior to the due date of each assignment via email or phone call. I will respond to this correspondence. If you have not received confirmation from me of this information within 24 hours, please try again or another form of communication for verification.
<b>Submitting Assignments</b>	Students are expected to submit assignments via Blackboard
<b>Communication Policy including Assignment Feedback</b>	Assignments will be graded and returned the following Wednesday of each week. If this is not feasible in extenuating circumstances, you will receive correspondence from me via email prior to the regularly scheduled Wednesday return date.
<b>Academic Integrity Policy</b>	Please see Doane's formal Academic Integrity Policy.
<b>Academic Support</b>	Please contact academicsupport@doane.edu <a href="https://www.doane.edu/graduate-and-adult/academic-support">https://www.doane.edu/graduate-and-adult/academic-support</a>
<b>Disability Services</b>	<a href="https://www.doane.edu/disability-services">https://www.doane.edu/disability-services</a> Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at <a href="mailto:chris.brady@doane.edu">chris.brady@doane.edu</a> or 402-467-9031 for assistance.
<b>Military Services</b>	<a href="https://www.doane.edu/graduate-and-adult/military">https://www.doane.edu/graduate-and-adult/military</a>



<b>Anti-Harassment Policy</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452</a>
<b>Grade Appeal Process</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238</a>
<b>Credit Hour Definition</b>	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
<b>Syllabus Changes</b>	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.