



DOANE UNIVERSITY SYLLABUS

As of 4/3/2019

Course Title	Compensation and Benefits
Course Number	BUS 627
Number of Credits	3 credits
Course Dates	Tuesdays at 6 PM, 5/21/2019 – 7/9/2019
Instructor	William (Bill) Kostner
Email Address	William.kostner@Doane.edu
Office Hours/Availability	Email to arrange meetings
Phone Number	402-310-2601
Textbook Information: (e.g. title, edition, publisher, ISBN)	<i>Compensation</i> , by Newman, Gerhart & Milkovich, 12 th edition, Copyright 2017 by McGraw-Hill Education; ISBN 978-1-259-53272-6
Additional Course Materials	None
Course Description	<p>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 and pay equity; 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 and other countries.</p> <p>Requisites: Take BUS-602 - Must be completed prior to taking this course.</p>

Program Outcomes	a. Develop and use analytical and creative thinking skills to gather and analyze information, to identify and solve problems, to determine potential outcome alternatives, and to make appropriate decisions b. Gain knowledge and understanding of the ethical and legal issues involved in business c. Gain knowledge and understanding of the various components of a business enterprise and the interrelationship of those components d. Gain knowledge and understanding of the nature of change and develop a willingness to anticipate, adapt, and respond effectively to change
Course Learning Outcomes/Objectives	1) Develop a general understanding of compensation and benefits. 2) Develop a better understanding of the direction and overall management of compensation and benefits. 3) Learn advanced compensation and benefits principles.
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments	Learning Outcomes
1	5/21/19	Read Chapter 1	We will discuss in class	
1	5/28/19	Read Chapters 2 & 3	We will discuss in class	1,2,3
3	6/4/19	Read Chapters 4 & 5	We will discuss in class	1,2,3
4	6/11/19	Read Chapters 6 & 7	We will discuss in class. Midterm given out.	1,2,3
5	6/18/19	Read Chapters 8 & 9	We will discuss in class. Midterm due back to instructor.	1,2,3
6	6/25/19	Read Chapters 10 & 11	We will discuss in class	1,2,3
7	7/2/19	Read Chapters 12	We will discuss in class. Final given out.	1,2,3
8	7/9/19	Read Chapter 13	We will discuss in class. Final and Final Paper due back to instructor	1,2,3

Grading Assessments

Type of Assessment	Points per Type	Weighted Contribution to Total Grade	Learning Objectives
1. Midterm Exam	100 Points	25%	TBD
2. Final Exam	100 Points	25%	TBD
3. Final 5 Page Paper Regarding Compensation & Benefits at your company.	100 Points	25%	TBD
4. Participation and Attendance	100 Points	25%	TBD

Grade Scale

A+	97-100%	B+	87-89.9%	C+	77-79.9%	D+	67-69.9%
A	93-96.9%	B	83-86.9%	C	73-76.9%	D	63-66.9%
A-	90-92.9%	B-	80-82.9%	C-	70-72.9%	D-	60-62.9%
						F	Below 60%

Participation Policy	Students are required to complete all assignments on time. Response engagement is included in each assignment. If students do not attend class, they cannot respond to classmates in class discussion. This lack of engagement will impact students' grades.
Study Time	Students should expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. The actual time for study varies depending on students' backgrounds.
Late Work	Work turned in late will be lowered one course grade for every day it is late. Therefore an A grade that is late one day will become a B, etc. If issues come up beyond your control, please contact your instructor.
Submitting Assignments	Please submit all assignments in class or via email. If problems come up please contact me via email.
Communication Policy including Assignment Feedback	Please let me know if you have any issues in meeting your assignments or in attending classes. We can discuss and make arrangements for assignments if events are beyond your control. I will plan to email students your final grades as soon as possible.
Academic Integrity Policy	<p>Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories:</p> <p>Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise."</p> <p>Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise."</p> <p>Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same.</p> <p>Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects.</p> <p>Gehring, D., Nuss, E.M., & Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators</p> <p>For more information on the sanctions for academic dishonesty, please visit the website:</p>

	https://catalog.doane.edu/content.php?catoid=16&navoid=1333
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support
Disability Services	https://www.doane.edu/disability-services 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.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	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.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.