MGT 462: Compensation
Spring 2015
Course Syllabus

Professor: Dr. Steve Williams
Phone: (858) 964-8041
Email: steven.williams@mail.sdsu.edu
Office and Hours: GMCS 309 (Classroom); 30 minutes before and after class; or by appointment.
Course day and time: Monday, 7 – 9:40 pm
Prerequisites: MGT 352

Course Overview: This course provides tangible and intangible aspects of compensation, as well as the use of compensation to motivate and reward employee performance. The topics include theories and practices of compensation and benefits starting with the framework of job analysis, job descriptions and job evaluation; designing and administering equitable pay structures, including the increasing application of international compensation considerations. In addition, using concept of Total Rewards, which expands upon compensation to the areas of employee benefits, equity vehicles and non-cash rewards, students will learn about salary surveys, long and short-term variable pay plans, motivation theory, executive compensation and the legal aspects of pay and benefits.

Student Learning Outcomes:
At the completion of this course, the student will be able to:

1. Articulate the goals of compensation in the workplace.
2. Understand various types of compensations and rewards.
3. Demonstrate knowledge and proper use of common and key compensation terminology and concepts.
4. Analyze scenarios and apply theoretical and practical approaches to address various compensation and benefit issues and opportunities.
5. Develop basic skills in developing job descriptions, pay structures and performing job analysis.
6 Uses for and analysis of internal and external data and benchmarking, including the impact of contextual variables (e.g., location, industry, labor unions) on the wage setting process.
7. Understand the various types of incentive and pay-for-performance strategies and plans.
8. Understand the impact of compensation on performance and outcomes.
9. Understand the legal and regulatory aspects of compensation and benefits.
10. Understand the key concepts involved in day-to-day compensation management, including, performance management, merit increases, market adjustments, compensation planning and budgeting.
11. Learn the relevance of compensation and benefits in today’s work environment and the ever-changing nature of comp & benefits.
**Grading:** (Final grade will be based on percentage of points earned; see below):

- Exam #1 50
- Exam #2 50
- Class Participation/Attendance 25
- Pop Quizzes 25
- Compensation Application Project:
  - Phase I: Preliminary Report 25
  - Phase II: Pay Structure 50
  - Phase III: Final Report 50

**TOTAL POINTS** 275

**Grading Scale:**

- 93-100 A
- 90-92 A-
- 87-89 B+
- 83-86 B
- 80-82 B-
- 77-79 C+
- 73-76 C
- 70-72 C-
- 67-69 D+
- 63-66 D
- 60-62 D-
- 60 or less F

**Note:** Please contact the Business Advising Center to determine what is a passing grade for your major.

**Exams:**

Exams will be based on the readings, cases, and any material from class (lectures, discussions, presentations, videos, and in-class exercises). The exams are not comprehensive, but some questions may require an understanding of previously covered material. Make-up exams will be granted under extenuating circumstances (students must get permission from the instructor). Please bring the RED ParSCORE Scantron to class for the exams. Exam format will be multiple choice, short essay, and/or True/False.

**In-Class Exercises/Homework:**

You will complete in-class exercises and homework assignments. They serve as application and reinforcement of concepts you learned. They will be as practical as possible since this is an applied science course on leadership.

They may be individual or group assignments. In-class exercises are due at the end of class of the day they are assigned, unless I specify differently. I will announce such activities as early as possible. The number of exercises and the dates I assign them will be at my discretion. The
same policy applies to homework. When I assign homework or if an in-class exercise becomes homework, it is due at the beginning of the next class session. All work is due in a hard copy.

**Attendance:**
Starting with the third day of class, I may institute the following procedure for assessing attendance:

I will display a list of about seven randomly selected students’ names at the beginning, middle, or end of class. These students will need to let me know that they are present. Since names are randomly drawn, you can be chosen more than once. If you are chosen a second time and you are present, you will receive extra credit. If you are called a second time and you are absent, you will lose half of your points. Do not come up at the end of class to ask if your name was on the list or you will lose 3 points.

Pop quizzes will also be used to keep track of attendance. You cannot make up quizzes under any circumstances. They may be administered on any date and anytime during class. No Scantrons are required.

**Pop Quizzes:**
Students will complete several pop quizzes throughout the course. Quiz format will be the same as exams. Pop quizzes are designed to keep students current with reading and consistent attendance. Again, no Scantrons are required.

**Course Project:**
All students will participate in a compensation project, based on current theory, concepts, and best practices. Students will receive more detail and grading criteria on separate documents.

**Classroom Protocol:**
Behaviors that disrupt the classroom environment impede students’ ability to learn. Examples of these behaviors are: talking during lectures and video presentations, interrupting others while they are speaking, and arriving late and/or leaving early without previously notifying the instructor of compelling reasons for entering or exiting the classroom while class is in session (as explained in the SDSU General Catalog, Student Discipline and Grievances). Students will be notified the first time that his/her behavior is inappropriate. The next time this inappropriate behavior occurs, SDSU’s Judicial Procedures Office will be informed for disciplinary action.

Use of cellular phones and computers for non-class related reasons is prohibited. Students caught using these devices for non-class purposes will warned once. On the second infraction, the same student will lose all participation points.

**Delivery of Subject Matter:**
I want this class to be interactive. I believe students learn better this way. I will present lecturettes. I do not cover entire chapters. Instead, I focus on main points. I may or may not use PowerPoint slides. Often, I find them limiting and forego them. When I do use them, I will have them available to students, via Blackboard or in class. I always write on the whiteboard an agenda so students know the flow of class.
Syllabus Changes:
While changes to the syllabus will be avoided as much as possible, I reserve the right to make
changes to the syllabus at any time during the semester. If changes are made, they will be posted
to Blackboard or announced in class. Be sure to check Blackboard on a daily basis in the event
that changes or announcements are posted.

Blackboard Information:
We will be using Blackboard in this class for copies of materials used in class and for class
announcements. You already are enrolled in Blackboard site for this class as a result of your
registration in this class. Below are instructions for your convenience in using Blackboard:

Logging onto Blackboard:
1. Go to http://blackboard.sdsu.edu
2. Enter your user name and password (this is your university ID and PIN number)
3. Click the Login button (Go to the SDSU e-Services website if you need your PIN #)
4. On the My SDSU page, if you do not see any courses listed on the page, click the Reload or
Refresh button.

Students with Disabilities:
If you are a student with a disability and believe you will need accommodations for this class, it
is your responsibility to contact Student Disability Services at (619) 594-6473. To avoid any
delay in the receipt of your accommodations, you should contact Student Disability Services as
soon as possible. Please note that accommodations are not retroactive, and that I cannot provide
accommodations based upon disability until I have received an accommodation letter from
Student Disability Services. Your cooperation is appreciated.
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