Course Description

Provides comprehensive knowledge and understanding of the dynamics involved in compensating employees for services rendered in a modern organization. Focuses on the critical tools and techniques of job analysis, job descriptions, job evaluation, pay surveys, pay structures, and pay administration.

Prerequisites

None

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Identify and describe the continuing influence of government on compensation practices.
2. Explain how to perform a job analysis.
3. Describe the components of effective job descriptions.
4. Evaluate jobs to determine their position in a pay structure.
5. Describe how to develop a pay survey and pay structure.
6. Describe various kinds of pay-for-performance programs and the situations in which such programs may be preferable.
7. Compare strengths, weaknesses, and opportunities for various kinds of performance appraisal programs.
8. Recognize differences in compensation opportunities for employees in different jobs and at different levels in the organization.
9. Recognize the role of compensation and its influence on employee behavior.
10. Explain the influences of government regulations on compensation practices.
11. Identify job content and determine job worth.
12. Compare and contrast various options to pay plans including team based, executive compensation, and employee benefits.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Objectives:** Each unit contains Unit Learning Objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Written Lectures:** Each unit contains a Written Lecture, which discusses lesson material.
3. **Reading Assignments:** Each unit contains Reading Assignments from one or more chapters from the textbook.
4. **Learning Activities (Non-Graded):** These non-graded Learning Activities are provided in Units I-VIII to aid students in their course of study.

5. **Key Terms:** Key Terms are intended to guide students in their course of study. Students should pay particular attention to Key Terms as they represent important concepts within the unit material and reading.

6. **Unit Assessments:** This course contains eight Unit Assessments, one to be completed at the end of each unit. Assessments are composed of written response questions.

7. **Unit Assignments:** Students are required to submit for grading Unit Assignments in Units II-V. Specific information and instructions regarding these assignments are provided below. A grading rubric is included with the Unit IV Assignment. Specific information about accessing this rubric is provided below.

8. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

9. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**Unit Assignments**

**Unit II Mini Project**

Using the CSU Online Library to conduct additional research, delve into one of the legislation issues listed below regarding compensation issues:

- Workers’ Compensation
- Social Security Act
- Unemployment Insurance
- Welfare and pension Plan Disclosure Act
- The Health Maintenance Organization (HMO) Act
- Trade Act
- Employee Retirement Income Security Act
- Multiemployer Pension Plan Amendment Act
- Job Training Partnership Act
- Retirement Equity Act
- Worker Adjustment and Retraining Notification Act of 1988
- Family and Medical Leave Act
- Health Insurance Portability and Accountability Act of 1996
- Workforce Investment Act

Your Mini Research Project should be between two and four pages and include the history of the Act, why it was created, how it has influenced the area of Human Resources, and what the future holds in this area (i.e., are there plans to change this act, is there legislation pending that might affect this act, etc.). How has this act affected the employer? How has it affected the employee? Do you agree that this act was necessary? Why, or why not? Use specific examples to support your answers.

Your paper should follow APA guidelines, and all references used should be cited.

**Unit III Mini Project**

As a Human Resources Manager of a medium size company, you and your staff have been given the task of creating job descriptions for all the positions in your company (there are 100 different positions). You are the expert in this area and must quickly come up with a job analysis interview that will be used during the analysis process. Create interviewing checklists that your staff can use to ensure that all pertinent data is collected. You will need to create more than one type of checklist as you will need to talk to the person in the position, their supervisor, and a subject matter expert in that position. The checklist should be designed in a way that your team can use it for at least 85% of the jobs in your company.

You should use APA format to cite your sources as well as Microsoft Word to complete this assignment. You will have three different checklists but they should all be submitted as one file and include a 200 - 300 word narrative addressing the thought process behind your questions and why you took that particular approach. The list should allow an area for responses and should have at least 10 questions per checklist (you may find you need more).
Unit IV Research Project

Based on the job evaluation methods mentioned in your textbook, use the CSU Online Library to look up additional information about the method you believe is best. Describe the evaluation method, explain your decision for choosing it, and use specific examples to support your answer.

Your answer should be at least one page long and follow APA format. Make sure to cite your references. You are required to use an additional resource other than your textbook.

Unit V Mini Project

A hot topic in organizations is the development and use of teams within the organization, particularly self-managed work teams. A reason frequently cited for support of these self-managed teams is that they reduce the number of managers required by an organization. Using the CSU Online Library, research the topic of teams, including compensation programs for teams. Describe the pros and cons of work teams using additional sources other than your textbook. Discuss the validation of the belief that they reduce the number of managers required by an organization. Include examples and points not in the textbook, and fully explain your reasons. Discuss the best compensation programs for a team environment using specific examples to support your answer.

Your paper should be between two to four pages. Use APA format, and cite references.

APA Guidelines

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled “APA Guide” is available for you to download from the APA Guide link, found in the Learning Resources area of the myCSU Student Portal. It may also be accessed from the Student Resources link on the Course Menu. This document includes examples and sample papers and provides links to The CSU Success Center and the CSU Online Library staff.

Blackboard Grading Rubrics

Assignment Rubrics

One or more assignments in this course utilizes a Blackboard Grading Rubric. A rubric is a tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of an assignment. Your professor will use the Blackboard Grading Rubric to assign points and provide feedback for the assignment.

You are encouraged to view the assignment rubric before submitting your work. This will allow you to review the evaluation criteria as you prepare your assignments. You may access the rubric in “My Grades” through the “Tools” button in your course menu. Click the “View Rubric” link to see the evaluation criteria for the assignment. Upon receiving your assignment grade, you may view your grade breakdown and feedback in the rubric.

CSU Grading Rubric for Papers/Projects

The course papers will be graded based on the CSU Grading Rubric for all types of papers, unless otherwise specified within assignment instructions. In addition, all papers will be submitted for electronic evaluation to rule out plagiarism. Course projects will contain project specific grading criteria defined in the project directions. To view the rubric, click the Academic Policies link on the Course Menu, or access it through the CSU Grading Rubric link found in the Learning Resources area of the myCSU Student Portal.

Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.
Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive e-mail updates from the forum. You will not be able to unsubscribe after your course end date.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Unit Assessments (8 @ 8%)</td>
<td>64%</td>
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<tr>
<td>Mini Projects (3 @ 9%)</td>
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<tr>
<td>Unit IV Research Project</td>
<td>9%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

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<td><strong>Learning Activities (Non-Graded):</strong> See Study Guide</td>
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<tr>
<td>Read:</td>
<td>Chapter 1: Compensation in a Knowledge-Based Global Economy</td>
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<td>Chapter 2: The Reward System: Compensation and Noncompensation Dimensions</td>
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<td>Chapter 3: The World of Pay and Compensation</td>
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<td>Submit:</td>
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<td><strong>Learning Activities (Non-Graded):</strong> See Study Guide</td>
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<tr>
<td>Read:</td>
<td>Chapter 4: Organizational Structure: Strategic and Tactical Compensation Issues</td>
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<td>Chapter 5: Legislation and Compensation</td>
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<td>Chapter 7: Job Description</td>
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# BHR 3301, Compensation and Benefits

## Course Schedule

### Unit IV: Microeconomic Concepts II - Job Evaluation

**Review:**
- Unit Study Guide
- Learning Activities (Non-Graded): See Study Guide

**Read:**
- Chapter 8: Job Evaluation
- Chapter 9: A Point-Factor Method of Job Evaluation

**Submit:**
- Assessment
- Research Project

### Notes/Goals:

### Unit V: Microeconomic Concepts III - Pay and Compensation Practices

**Review:**
- Unit Study Guide
- Learning Activities (Non-Graded): See Study Guide

**Read:**
- Chapter 10: Surveying Market Pay and Compensation Practices
- Chapter 11: Designing a Base Pay Structure
- Chapter 12: Team-Based Pay in a Knowledge-Based World

**Submit:**
- Assessment
- Mini Project

### Notes/Goals:

### Unit VI: Micro and Macroeconomic Compensation Concepts I

**Review:**
- Unit Study Guide
- Learning Activities (Non-Graded): See Study Guide

**Read:**
- Chapter 13: Measuring and Paying for Performance
- Chapter 14: Short-Term Incentives

**Submit:**
- Assessment

### Notes/Goals:
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