#### UNIVERSITY OF BRIDGEPORT

Compensation and Benefits - MGMT 311

**SU 2013 – DL2 Dates:** 7/1-8/23/13

Instructor: Susan Pellerin, MA PH: (203) 878-2231 E-mail: spelleri@bridgeport.edu

Dear Student,

Please read the following course syllabus carefully, especially the course expectations and activities. If you have any questions, please do not hesitate to communicate with the IDEAL office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in our courses build on the shared experience of all learners in each class. This is why each student's preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount of time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend a minimum of ten-twelve hours per week on course material.

# To participate in the IDEAL Program, it is expected that you will do the following:

- 1. Participate in and complete the online orientation prior to your first online course.
- 2. Obtain the required course materials prior to the course start date.
- 3. If you do not participate during the first week of the course, you will be dropped one letter grade. If a student doesn't participate for two or more weeks a grade of "F" will be entered for a final grade..
- 4. Login to your course a minimum of three times per week.
- 5. Complete all assignments to the best of your ability.
- 6. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
- 7. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

It is the student's responsibility to familiarize himself or herself with and adhere to the standards set forth in the policies on cheating and plagiarism as defined in Chapters 2 and 5 of the Key to UB http://www.bridgeport.edu/pages/2623.asp or the appropriate graduate program handbook.

#### E-mail correspondence

It is imperative that you check your UB e-mail on a regular basis. All written correspondence, to include IDEAL and the University will be sent to you through his e-mail. <u>The University can no longer correspond to your personal e-mail account(s).</u>

#### Have questions about taking an online course? Go to:

http://www.bridgeport.edu/Media/Website%20Resources/documents/continuinged/dl/Taking\_online\_classes.htm

The IDEAL Program

# **General Course Directions**

#### **General Course Directions:**

This course will be completely delivered online via Canvas. There are no "in class" meetings. This may be a new experience for some of you. Carefully consider the following questions as part of your decision to learn in this fashion.

- 1. Do you have the technical expertise and computer equipment necessary?
- 2. Do you understand the amount of work required to complete an online course?
- 3. Do you look forward to working independently without face-to-face interaction?

If you answered no to any of the above questions please reconsider your involvement in this environment.

Please note that online courses are not "easier" than traditional classroom delivered courses. The amount of work may, in fact, be more if you choose to explore all the diverse links and other resources available in the Canvas environment. However, the major benefit to Canvas is precisely this: it provides you, the student, with resources not available in the classroom, in a permanent form (you can "bookmark" the links and print out the information to use throughout your career); and it allows you to interact with the course material 24 hours a day, seven days a week, from ANY location with an Internet connection.

Expect to spend approximately 4-5 hours a week, MINIMUM, at your computer and online, reading what other students have written on the Discussion Board, and contributing your own thoughts; browsing links and reading "Lecture" commentaries; and/or writing assignments. These are activities you would have done had you been in the physical classroom. Therefore, you should make sure you have adequate computer access, and the technical expertise to do things like copy files, download programs, etc.

Thirdly, some students find the classroom, face-to-face environment to be more conducive to their

respective learning style. Because it is important to be able to adjust to this new learning environment, I recommend that you "team up" with a learning buddy to supplement the on line experience.

If you have ANY problems, please contact me, Susan Pellerin, by email at speller@bridgeport.edu and/or spellerin1980@gamail.com or by phone at 203-878-2231. Email is preferable, unless you have lost your computer connection! I commit to returning your emails within 24 hours when possible.

If you don't already have one, you should make arrangements to get a UB ID so you can access the Library Proxy Connection, and do research online.

I look forward to meeting you on the Discussion Board!

# MGMT 311 - IT'S ALL ABOUT TALENT MANAGEMENT AND TOTAL REWARDS.

<u>Course Description</u>: This course explores the broad spectrum of activities within Human Resources Management with a specific focus on Compensation and Benefits Administration. The course focuses on subjects such as compensation theory, job analysis and evaluation, employee performance management systems and alternative reward systems.

**Creating a team approach to this learning:** It is expect that every attempt will be made to "join" all discussion forums with appropriate responses in a timely fashion. One of the substantial benefits to online education is the ability to interact at any time while building a network of information gatherers that love to share their findings. Please be sure to check back on the discussion board each day to avoid being overwhelmed by the number of "conversations/discussion".

# Required Textbook: Compensation 11th Edition Milkovich, Newman and Gerhart, ISBN 978-0-07-353049-9

**Learning Outcomes:** Upon completion of this course the student should be able to:

- 1. Explain how organizational compensation structures assist in contributing to an organization's overall effectiveness.
- 2. Create job descriptions.
- 3. Measure employee performance and pay for performance strategies
- 4. Identify general requirements of key compensation and benefit laws and regulations.
- 5. Explain issues underlying such national policies as minimum wage and comparable worth.
- 6. Understand employee benefit plans
- 7. Use experiential exercises, discussions and presentations to assist in enhancing and reinforcing knowledge acquired through readings.

# **COURSE REQUIREMENTS:**

# **Discussion Board Requirements**

# Part I: Weekly Posting of Relevant Articles.

40 PTs

1) Students are required to read articles relevant to each of the 4 listed designated topic areas and post topic relevant links or citations under the designated forum course discussion tab related to each topic (each article posted is worth 10 Pts for a total of 40 Pts). The most points (10 points) is reserved for students that explain why you have chosen this article and the relevance to that particular topic when posting your article and just didn't post a link. Just posting a link will result in less than 10 points per article.

Posting Date for Article	<b>Article Posting Date</b>
Basic strategic planning/decision making models	7/12
How to conduct a job analysis.	7/26
Pay-for-performance: a union issue	8/9
Impact of the new ACA ("Obama Care") plan on small	8/17
business.	

# Discussion Board Participation:

20 PTs

Students are required to participate in weekly forums on the discussion board by reading all articles posted by classmates as required above and responding to at least 4 each time. Be careful to respond to any other forums as posted by instructor or classmates. Check back frequently to ensure that you respond to any questions or statements from your fellow classmates.

# To receive the best score possible:

- 1. Read and respond to at least 4 of your classmates under each forum.
- 2. Participate early in the week.
- 3. Participate "often" during the week by "Checking all unread posting" frequently to see if any of your classmates has commented or asked a question requiring a response from you.
- 4. Share clear and relevant examples, in support of your statements and opinions.

  Saying I agree isn't a strong enough response without an explanation as to why you agree or disagree with classmates posting.

Final: Due 8/21/13 40 PTs

Choose a topic from the list below. State choice of topic on forum under the discussion board by . Write a 2-4 page paper using TimesNewRoman Font size 11 or 12 and 1.5 spacing, taking particular care to validate the information. The paper will be graded on the content, grammar, spelling and overall relevance to the topic.

Hint: make sure to start with a title page, and include your name. The return email address often labels papers with the "computer location" name: e.g. library instead of Pellerin.

- 1. How to conduct a compensation market analysis to determine a proper salary for a particular position.
- 2. The impact of the Obama Health Care Law on the workplace.
- 3. Why companies are moving toward defined contribution plans (e.g. 401 K) as opposed to defined benefit plans (standard, traditional pension plans).
- 4. A typical benefit package offered in manufacturing in the US.
- 5. Why the cost of health care premiums continues to increase.

# NOTE: All papers must be emailed to spellerin1980@gmail.com or spelleri@bridgeport.edu

Week	Course Outline /	Assignments	Textbook Readings
7/1	Fundamentals of Compensation and Benefits	Discussion Board Forums:  1. Introductions 2. Does your salary indicate your value to the corporation?	Textbook Readings Chapter 1 – The Pay Model: See page 4-5 "Compensation: Does it matter? Information Provided online: PPTs Overview
2 7/7	Strategic planning/decision making models Compensation Plan Design fundamentals	1. Article to Post Due 7/12: Basic strategic planning/decision making models	Textbook Readings Chapter 2 – Strategy Chapter 3 Chapter 7 Information Provided online: PPTs Overview
3 7/14	<ol> <li>Talent Management and Total Rewards</li> </ol>	Discussion Board Forums: Performance Appraisals: are they still necessary?	Textbook Readings Chapter 9, 10, Information Provided online: PPTs Overview
4 7/21	<ol> <li>Establishing pay rates within an organization</li> <li>Job Analysis, Job Evaluation and Job Descriptions</li> </ol>	2.Article Posted by 7/26 How to conduct a job analysis.	Textbook Readings Chapters 4, 5 and 6 Information Provided online: PPTs

			Overview
5 7/28	<ol> <li>Federal and State Law governing</li> <li>Compensation and Benefits</li> <li>FLSA</li> <li>ERISA</li> </ol>	Discussion Board Forums: Should the federal government enact a law to mandate a living wage? Please explain your answer.	Textbook Readings Chapter 17 Mid –term grades based on Discussion board participation.
6 8/4	<ol> <li>Compensation of special groups</li> <li>Unions and Compensation</li> <li>Executive and International Compensation</li> </ol>	3.Article Post by 8/9 Pay for performance – a union issue	Textbook Readings Chapters 14, 15, 16 Information Provided online: PPTs Overview
7 8/11	<ol> <li>Employee Benefits</li> <li>Benefit Administration</li> </ol>	4.Article Post by 8/17: Impact of the new ACA ("Obama Care") plan on small business.	Textbook Readings Chapters 12, 13 Information Provided online: PPTs Overview
8 8/18	<ol> <li>Thinking Profit and total rewards</li> </ol>	Final Exam Due 8/21 See description above. Worth 40 PTs	Textbook Readings Chapter 18 and other readings TBD Information Provided online: PPTs Overview

# Letter Grading Scale:

% of Points Earned	<b>Letter Grade</b>
100-94	Α
93-90	A-
89-87	B+
86-84	В
83-80	B-
79-77	C+

% of Points Earned	<b>Letter Grade</b>
76-74	С
73-70	C-
69-67	D+
66-64	D
63-60	D-
Below 60	F

# **ACADEMIC POLICIES**

Ethics Statement of Confidentiality

An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor

confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

### **Drop Procedures**

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the following web page: http://www.bridgeport.edu/pages/2595.asp

### Starting Fall 2012

- Drop a course after the start date.....\$30.00 per transaction
- Drop prior to the start date......100% Tuition Refund
- Drop prior to the second week of the course......75% Tuition Refund
- Drop prior to the third week of the course......50% Tuition Refund
- Drop during/after the third week of the course............0% Tuition Refund

\*\*Please note students <u>will not be</u> automatically dropped for not participating during the first week. Lack of participation for one week will reduce the final grade by one letter grade. If you have to miss the first week of the online course, *you must contact your instructor* in writing before the first week. However, a grade reduction will apply.

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the Academic Calendar to see the fees for a drop and the impact on tuition. The Academic Calendar can be found at: http://www.bridgeport.edu/pages/2595.asp

#### **Academic Dishonesty**

We are committed to intellectual integrity in our academic pursuits; therefore, the IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory computer-programming course. He has coworkers who program in the same language as his final project. As the end of the term approaches, he wonders how he will find the time to get the project finished, and asks one of his co-workers for help. His co-worker hands him a disk with a complete program similar to the kind required for the course project. The student makes minor modifications to the program, and submits it under his own name.

Case #2: A student enrolled in a religious studies course has never taken a humanities or history course, and is unsure about how to structure a research paper. She is doing research on the World Wide Web, and comes across a paper written by a student from another university. Using her computer mouse, she copies and pastes the document into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called "research papers" without full recognition of the source. Presenting as one's own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet as well as in the library. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn't have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own classes; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site: http://www.indiana.edu/~istd/plagiarism\_test.html

# **ACADEMIC RESOURCE CENTER**

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://myub.bridgeport.edu/academics/academicrescenter/Pages/default.aspx The Center is located in the Wahlstrom Library, Room 506. Hours of operation are Mondays —Thursday 9am — 6pm and Fridays 9am — 1pm. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: www.etutoring.org. To use this free service you must have a UBNet account.

# **Obtaining a UBNet Account**

Every registered student should obtain a UBNet Account. The account allows you to access your grades, access library services, access online tutoring, access the computers in computer labs, and provides an

email account in which the University sends out information. Go to: http://www.bridgeport.edu/ubnet - Click on "New UBNet Account" and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your Bridgeport.edu email forwarded to any other email account you use. Following the activation of your UBNet account (takes 24 hours), login at:

http://www.bridgeport.edu/email and click on "forwards" at the top of the page. Follow the directions to forward email messages to your other account.

# **Accessing Your Grades & Schedule Online**

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. Information on WebAdvisor is password protected and requires you to use your UBNet username and password. To access WebAdvisor, go to:

http://www.bridgeport.edu/webadvisor

- 1. Login in with your UBNet username and password.
- 2. Click on "Student Menu."
- 3. Click on "My Grades."

If you are carrying a financial balance, access to WebAdvisor will be restricted.

# **Using the Library**

You can access the library through the library's website: http://www.bridgeport.edu/library.

Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

To access the online journals for research purposes, you will need a UBNet account (see above).

#### IMPORTANT CONTACT INFORMATION

Office	Contact	Telephone	Email
Bridgeport Campus Security		(203) 576-4911	ubsecurity@bridgeport.edu
Bursar	Robinson Hernandez	(203) 576-4692	bursar@bridgeport.edu
Cashier	Lana Mistry	(203) 576-4682	cashier@bridgeport.edu
Financial Aid		(203) 576-4568	sfs@bridgeport.eud

Registrar	(203) 576-4642	registrar@bridgeport.edu
Emergency Notification Phone	(203) 576-4159	
Distance Education Office	(203) 576-4853	ubonline@bridgeport.edu
IDEAL Office	(203) 576-4800	idealinfo@bridgeport.edu

# **CAMPUS CONTACT INFORMATION**

Campus	Address	Telephone	Email
Bridgeport	126 Park Avenue	(203) 576-4800	idealinfo@bridgeport.edu
Бпадероге	Bridgeport, CT 06604		ideaiiiio@biidgeport.edd
Stamford	5 Riverbend Drive	(203) 358-0700	ubstamford@bridgeport.edu
Stamora	Stamford, CT 06750	(203) 338-0700	ubstannoru@bnagcport.cau
Waterbury	84 Progress Lane	(203) 573-8501	ubwaterbury@bridgeport.edu
waterbury	Waterbury, CT 06705		ubwaterbury@bridgeport.edd
Woodbridge	6 Lunar Drive Woodbridge (203) 576-4800	idealinfo@bridgeport.edu	
woodbridge	Woodbridge, CT 06525	(203) 370-4800	ideaiiiio@bridgeport.edd
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

Directions to IDEAL Campus locations	http://www.bridgeport.edu/pages/2260.asp

To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov. The school code for the University of Bridgeport is <u>001416</u>. Federal Student Aid Information: 1-800-433-3243.