COURSE SYLLABUS

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program 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 the 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 course to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-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. Login and participate in your course a minimum of three times per week.
4. Complete all assignments to the best of your ability.
5. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
6. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

If you cannot perform these six expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.
Course No. & Title: MGMT 311 DL1, Compensation and Benefits Administration  
Semester and Term: FALL 2015  
Day and Dates: 8/24/2015 – 10/17/2015  
Time: online  
Campus Location: Distant Learning

Course Description: Students in this course will examine the major foundation programs and skills that undergird the current practice of Human Resource Management. Theory and method used in the design of compensation systems is explored, interviewing method and skill as applied to data gathering for problem solving or personnel selection, surveys for compensation benchmarking or employee attitude measurement and development of performance feedback and goal setting (MBO) programs are intensively reviewed. Student projects in program applications are required.

Prerequisite Course: MGMT 302 or MGMT 305  
Course Code: BC, BE, HR-C

Instructor & contact information: Susan Pellerin  
Email: spelleri@bridgeport.edu

Required Textbook:  
To order textbooks, go to the bookstore website at ubcampusstore.com

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

- Describe the basis of compensation programs related to compensation theory, practice, legal application and benefit plan design.  
- Compare and contrast various alternative pay systems.  
- Explain the process associated with designing a compensation structure  
- Summarize the administrative processes associated with the design of a salary system: i.e. creating a matrix.  
- Explain the skills/competencies required for successful design and implementation of such a complex system.  
- Explain how organizational compensation structures assist in contributing to an organization’s overall effectiveness.  
- Measure employee performance and pay for performance strategies  
- Identify general requirements of key compensation and benefit laws and regulations.  
- Explain issues underlying such national policies as minimum wage and comparable worth.
COURSE REQUIREMENTS:

E-mail correspondence

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

Have questions about taking an online course? Go to:

http://www.bridgeport.edu/Media/Website%20Resources/documents/continuinged/dl/Taking_online_classes.htm (Links to an external site.)

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 online experience.

If you have ANY problems, please contact me, Instructor Name, by email at Instructor Email. 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!

**Course Requirements/grading Information**

See assignment listing below

**Discussion Board Directions**

**To receive the best score possible:**

1. Post your initial response to the DBF by midnight
   Wednesday of each week.
2. Read and respond to at least 2 of your classmates under each forum
   with thoughtful, in depth responses that add value to the discussion by
   midnight Sunday of each week.
3. Saying I agree isn’t a strong enough response without an explanation as
   to why you agree or disagree with classmates posting. In depth
   responses means providing additional information, explaining the
   relevance of that information to the discussion and/or including your
   experiences/examples.
4. Check back frequently to ensure that you respond to any questions or
   statements from your fellow classmates.
5. Remember to properly cite any supporting research used in support of
   your theories by following the APA Guidelines.
6. Grades in this section are determined by meeting the quantity
   guidelines described above along with the quality/depth (organization,
   theory presentation, and properly cited supporting research) of each
   student’s response.

**Private Journal Directions:**

Please note that journals, a private conversation between you and the Instructor are worth 25% of your
final grade.
Recommendations:

- All journals have a set due date for an initial statements related to the question.
- Students are expected to write their thoughts, ideas, theories showing critical thinking and analysis.
- Students are expected to support those ideas through the use of examples, readings, experiences, other course work, or online resources that pertain to the topic.
- Any and all outside resources must be properly cite by using APA 6th edition.
- While the ‘conversation’ will be mostly graded on critical thinking, theory presentation and proof thereof, it is still important to check the spelling and grammar to ensure that the reader doesn’t misunderstand a theory or idea due to inappropriate grammar and/or incorrect spelling.
- Students are expected to check back frequently throughout the semester to see if the Instructor has added comments and/or questions to any of the journals and response accordingly.

Final Paper: Due by Thursday of week 8

1. Choose a topic from the list below.
2. State choice of topic on forum under the discussion board by the end of Module 1.
3. Write a 2-4 page paper (not including a title page and/or reference page) using TimesNewRoman Font size 11 or 12 and 1.5 spacing, taking particular care to validate the information and properly cite each source.
4. The paper will be graded on the content: presentation of theory, properly cited proof using the APA guidelines provided as well as writing ability: organization of information, grammar, and spelling.

All papers should be submitted through the CANVAS learning system in the appropriate location under Module 8. Note: All papers will be submitted to TurnItIn for a plagiarism check. Any paper that comes back from that analysis with more than 40% plagiarized is an automatic F.

5. If you are experiencing technical difficulties please contact the help line.
Final Paper Topic Choices:

1. How to conduct a compensation market analysis to determine a proper salary for a particular position.
2. The relevance of performance reviews to raises/bonus systems.
3. Why companies are moving toward defined contribution plans (e.g. 401K) 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.
6. Impact of the new ACA (“Obama Care”) plan on small business

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1. Job Analysis, Job Evaluation and Job Descriptions | DBF 4.1 | Information Provided online: |
| 4 |                               | DBF 4.2 | Overview |
|     |                               | **Journal** | Chapter Summaries (4,5,6) |
1. Federal and State Law governing

5. Compensation and Benefits

Field 5.1

Journal

Textbook Readings

Overview and Chapter Summary (17)

2. FLSA

Textbook Readings

DBF 5.1

DBF 5.1

Overview

3. Compensation of special groups

DBF 6.1

DBF 6.2

Information Provided online:

Overview and Chapter summaries (14,15,16)

2. Unions and Compensation

3. Executive and International Compensation

Textbook Readings

Chapters 14, 15, 16

Information Provided online:

Overview

1. Employee Benefits

DBF 7.1

DBF 7.2

Information Provided online:

Overview

2. Benefit Administration

3. ERISA

Textbook Readings

Chapters 12, 13

Information Provided online:

Overview

1. Thinking Profit and Total Rewards

MOD 8

DBF 8.1

DBF 8.2

Information Provided online:

Chapter 18 and other readings TBD

2. “Making it work”

Final Paper

Letter Grading Scale:

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Letter Grading Scale:
ACADEMIC POLICIES

Attendance Policy
Course attendance via online participation is an integral part of the online academic experience; therefore, students are expected to be participative in all course activities and discussions. If an absence is unavoidable, the student should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments.

IMPORTANT:
- An absence (lack of participation) in any week of the course, will drop the final grade by one letter grade (for example if a student earns a grade of "B" in the course, the final grade would be a “C”).
- An absence of two or more weeks will be cause for a failing grade.

Drop Procedures
To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage:

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 drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

Cell Phones
Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty
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 psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and
pastes the essay 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. 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 courses; 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

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.

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://www.bridgeport.edu/pages/2209.asp The Center is located on the 5th Floor of the Wahistrom Library. 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 MyUB; the portal for grades, library services, Canvas online learning system. Also, the account
allows you access to computers in the Library and 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 private 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.

Learning Management System (LMS) - Canvas
For all courses that use Canvas, you can access Canvas through the portal by using the myUB
link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion
questions, case studies, current event articles, papers, reports etc. (save some trees). All
students have access, and can download and copy the documents.
Canvas Tutorial For Students: https://bridgeport.instructure.com/courses/985903
For assistance contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu
https://bridgeport.instructure.com/courses/829447/

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. To access WebAdvisor, login in to
MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance,
access to WebAdvisor will be restricted.

Using the Library
Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click
on “myEureka Digital 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.

Using Computers
Open access computer labs are available at three locations:
• Bridgeport – 1st floor of the Wahlstrom library. Check library hours of operation at:
  http://www.bridgeport.edu/library.
• Stamford – Room D; Check open hours at:
  http://www.bridgeport.edu/stamford
• Waterbury – Computer Lab; Check open hours at:
  http://www.bridgeport.edu/waterbury

Course Cancellations
Any emergency necessitating the canceling of courses will be announced by the University
through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for
information on course cancellations. Also, information will be posted under “Latest News” on the
UB home page, (www.bridgeport.edu). Canceled classes will be made up either the week
following the end of the course or in consultation between the instructor and the students as to
day and time availability. Course cancellations are also announced on television and radio stations.

IMPORTANT CONTACT INFORMATION

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<thead>
<tr>
<th>Office</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Bridgeport Campus Security</td>
<td>(203) 576-4911</td>
<td><a href="mailto:ubsecurity@bridgeport.edu">ubsecurity@bridgeport.edu</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>(203) 576-4692</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>(203) 576-4682</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(203) 576-4568</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>(203) 576-4635</td>
<td><a href="mailto:registrar@bridgeport.edu">registrar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Emergency Notification Phone</td>
<td>(203) 576-4159</td>
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<tr>
<td>IDEAL Office</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
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CAMPUS CONTACT INFORMATION

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<th>Address</th>
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<tr>
<td>Bridgeport</td>
<td>126 Park Avenue Bridgeport, CT 06604</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
</tr>
<tr>
<td>Stamford</td>
<td>5 Riverbend Drive Stamford, CT 06750</td>
<td>(203) 358-0700</td>
<td><a href="mailto:ubstamford@bridgeport.edu">ubstamford@bridgeport.edu</a></td>
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<tr>
<td>Waterbury</td>
<td>84 Progress Lane Waterbury, CT 06705</td>
<td>(203) 573-8501</td>
<td><a href="mailto:ubwaterbury@bridgeport.edu">ubwaterbury@bridgeport.edu</a></td>
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Directions to IDEAL Campus locations: [http://www.bridgeport.edu/pages/2260.asp](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](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is **001416**. Federal Student Aid Information: 1-800-433-3243.
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**July 2015**
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