Instructor:  Gary A. Adams, Ph. D.  
Tel:  424-2071 or 424-1437  
E-mail:  ADAMSG@UWOSH.EDU

Office Hours:  
Sage 2451  
M/W 1:40-2:30  
Other times by appointment

Course:

BUS 362: Compensation Management  
Sec 001  M/W/F  11:30-12:30  Sage 3235

Bulletin Description:

A systematic review and analysis of organizational reward systems. Total compensation systems including the environment within which they are administered are considered along with the impact of intrinsic rewards on employee motivation. Focus will also include job analysis and performance appraisal - 3 credits (prerequisite: BUS 351, 361, 389).

Course Objectives and Goals:

Students completing this course will be knowledgeable about:

• strategic compensation  
• designing pay levels and structures  
• individualized compensation (e.g., pay for performance)  
• compensation for special groups (e.g., international/expatriate assignments)

Course Methodology:

Lecture, Discussion, Class Assignments, Exercises and Exams. Students will achieve the course objectives through classroom lecture, discussion, in/outside of class exercises, and completion of a team project. Students can expect to be active participants in the learning process.

Materials:


Handouts: Case studies, additional readings etc will occasionally be handed out in class and/or placed on D2L.
D2L & Email: D2L and UWO email addresses will be used when contacting students. Please check D2L and your UWO email account regularly. When e-mailing me **PLEASE put BUS 362 and a subject in the subject line.**

Other Resources: A variety of resources are available to students. These include the Counseling Center, Career Services Center, Writing Center and Center for Academic Resources (CAR) to name a few.

Assignments, Exams, Projects, and Policies:

**Class Activities and Assignments.** There will be a series of activities and assignments for students to complete. These are intended to enhance learning by providing students with real-world applications of the topics from this course. They may involve working in teams, working individually, giving short oral presentations, writing short essays, and/or reading additional materials. You must be present to receive the assignment and turn it in for points toward your grade. All together these assignments are worth 50 points.

**Exams.** There will be three exams spaced throughout the semester. Exams may consist of multiple choice, true/false, short answer, and essay type questions. They will cover all material from the readings, lecture, discussions, assignments and exercises. **If you must miss an exam, you must notify me prior to the exam date and have good reason (i.e., sincerely held religious belief, medical emergency, etc) for requesting a make-up exam.** If you are absent the day of an exam and you have not approached me to schedule a make-up prior to the scheduled exam, you will not automatically be afforded the opportunity to take a make-up exam (except for a medical emergency, etc.). If a make-up exam is allowed, it may consist of all essay questions and be given during the final week of classes. Each exam is worth 50 points.

**Team Project.** Students will have the opportunity to work in teams of 3-4 students to complete a multi-part project aimed at helping them think through establishing a compensation system. This assignment will have four parts. The deliverables of this project include written papers and oral presentations (to the class) that describe the process and outcomes for each part of the project. Additional instructions and due dates for this assignment, etc will be provided. Students can be removed from a team upon the presentation of documented due process (written warning, corrective action, etc) and the affirmative vote of teammates and instructor. Anyone removed from a team will receive no points for the project. Each of the four parts of this project is worth 25 points.

**Late Assignments.** Deadlines for completion of assignments will be strictly adhered to. If you are absent on due dates, you must submit your work early. If you are absent on a day you are scheduled to present to the class, you can receive no points for the assignment.
**Attendance and Participation.** Students are expected to attend class and to take part in classroom discussions and exercises. For example, by coming to class prepared, responding to questions, offering comments and insights about the material covered, etc. Failure to participate as determined by the instructor will be considered grounds for lowering your final letter grade.

**Written Assignments.** Grades for written assignments will be based on both content and mechanics. Mechanics includes appearance, grammar, expression and organization of thoughts. The assignments must be typed, **double-spaced**, proofread, and professional in appearance. Citations and references must adhere to a commonly accepted format. A citation guideline roughly following the American Psychological Association style is posted on the D2L site.

**Professionalism.** Professionalism is expected of instructors and students alike. Some examples of the professional behaviors we will expect include:

- Come to class and all group meetings on time and prepared.
- Be respectful of others. Pay attention and do not carry on side conversations.
- Turn off cell phones; put away other materials you are not using for the course. Do not multi-task during class time and group meetings.
- Contact your instructor and/or group members if you must miss a class or meeting, arrive late, or leave early.

**Academic Dishonesty.** Plagiarism and other forms of academic dishonesty (cheating) are forbidden. Students are expected to adhere to University and COB policies concerning academic dishonesty. As such, “Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors” (s. UWS 14.01, Wisconsin Administrative Code). Students who are unsure on a matter of academic dishonesty (when to cite references, etc are responsible for clarifying these issues with me **prior** to handing in an assignment). Violations will result in a final grade of "F" in this course and referral for enforcement of the university's disciplinary procedure. (see see http://www.uwosh.edu/stuaff/images/student-discipline-code). Student work may be subject to review using Turnitin or other academic integrity assurance software.

**Accommodations.** The University of Wisconsin Oshkosh is committed to providing reasonable accommodation for students with disabilities. Please contact the Disability Services in the Dean of Students Office, 125 Dempsey Hall, 424-3100 (Voice), 424-1319 (TTY) if you have a disability. Please inform me if you require an accommodation.

**A note on the role of PowerPoint (PPT) Slides:**

I will make an effort to put PPT slides on D2L. Please know the PPT slides are NOT a replacement for material in the textbook or class notes. PPT slides are used as a bare bones structure to OUTLINE the course content. It is not my intention to cover every slide or to limit myself to only what appears on the slides.
Evaluation/Grading:

Grades will be assigned based on the percentage of the total number of points obtained as summarized below.

### Summary of Points

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Assignments</td>
<td>50</td>
</tr>
<tr>
<td>Exams (3@50)</td>
<td>150</td>
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<tr>
<td>Team Project (4@25)</td>
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### Letter Grade Assignment:

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<td>279-300</td>
<td>93% - 100%</td>
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<tr>
<td>270-278</td>
<td>90% - 92%</td>
<td>A-</td>
</tr>
<tr>
<td>261-269</td>
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<td>B+</td>
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<tr>
<td>252-260</td>
<td>84% - 86%</td>
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<tr>
<td>240-251</td>
<td>80% - 83%</td>
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<tr>
<td>231-239</td>
<td>77% - 79%</td>
<td>C+</td>
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<tr>
<td>222-230</td>
<td>74% - 76%</td>
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<tr>
<td>210-221</td>
<td>70% - 73%</td>
<td>C-</td>
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<td>201-209</td>
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<td>180-191</td>
<td>60% - 63%</td>
<td>D-</td>
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<tr>
<td>&lt;180</td>
<td>&lt; 60%</td>
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# Course Outline

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<th>Week</th>
<th>Topic</th>
<th>Reading Assignment</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Introduction and Overview</td>
<td>Syllabus, Chap 1</td>
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<td>(1/30-2/3)</td>
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<td>Week 2</td>
<td>Compensation Strategy</td>
<td>Chap 2</td>
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<td>(2/6-2/10)</td>
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<td>Week 3</td>
<td>Internal Alignment</td>
<td>Chap 3</td>
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<td>(2/13-2/17)</td>
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<td>Week 4</td>
<td>Job Analysis</td>
<td>Chap 4</td>
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<td>(2/20-24)</td>
<td>Project Part 1 Strategy Due</td>
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<td>Job-based Structures</td>
<td>Chap 5</td>
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<td>Person-based Structures</td>
<td>Chapter 6</td>
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<td>Chapter 7</td>
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<td>(3/12-3/14)</td>
<td>Project Part 2 Internal Structure</td>
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<td><strong>Spring Break</strong></td>
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<td>(3/17-3/21)</td>
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<td>Week 8</td>
<td>Pay Levels and Mix</td>
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<td>(3/26-3/30)</td>
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<td>(4/9-4/13)</td>
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<td>Chap 7-11, class notes, readings, etc.</td>
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<td>Managing the System</td>
<td>Chap 18</td>
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<td>Regulatory Context</td>
<td>Chap 17</td>
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<td>Week 13</td>
<td>Special Groups/Considerations</td>
<td>Chap 14, 15, 16</td>
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<td>(4/30-5/4)</td>
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<td>Week 14</td>
<td>Project Part 4 Due</td>
<td>Chap 14-18, class notes, readings, etc.</td>
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<td>(5/7-5/11)</td>
<td><strong>Exam 3</strong></td>
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1We will make every effort to adhere to the above schedule. As is the case with many courses however, circumstances may lead us to deviate from it occasionally. I reserve the right to adjust the syllabus, the schedule, or other assignments during the semester.