

**UPPER IOWA UNIVERSITY**  
**INDEPENDENT STUDY PROGRAM**  
**BA 383-08 COMPENSATION AND BENEFITS MANAGEMENT**

**COURSE DESCRIPTION:**

Fundamental concepts of compensation theory, government and union influences, job analysis and evaluation, building and maintaining compensation structure, comparable worth, performance and salaries. Prerequisite: BA 361. Three semester credits.

**COURSE OBJECTIVES:**

Upon completion of this course, a student will:

1. Examine current compensation decision-making and benefit programs in the work place.
2. Explain how recent theoretical and research developments impact compensation decisions.
3. Identify the components of a Pay Model and explain the steps involved in designing a Pay Survey.
4. Describe the role of fringe benefits in compensation planning and decisions.
5. Explain the roles of unions and government in wage and benefits administration.
6. Assess the relationship of job analysis and evaluation to compensation.

**REQUIRED COURSE MATERIALS:**

1. Text: Milkovich, George T. and Newman, Jerry M., Compensation, Ninth Edition, McGraw-Hill, New York, NY: 2008
2. Syllabus.

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: [www.uiu.edu](http://www.uiu.edu). Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select Independent Study for your location.

**WRITING PROFICIENCY:**

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. Publication Manual of the American Psychological Association. \$27.00 new.

### **CITATION:**

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

### **COURSE REQUIREMENTS:**

Students are expected to read the chapters in the textbook assigned and to answer the study questions in this syllabus relating to each chapter. It is strongly recommended that students complete the entire unit and receive the graded work back from the Instructor prior to taking the exam. Students may request their exams using the Exam Request form in the syllabus at any time but should allow 2–3 weeks for the assignments to be returned from the Instructor.

1. Read the chapters in the textbook as assigned.
2. Answer the study questions in this syllabus for chapters 1 - 4, Unit I.
3. Answer the study questions in this syllabus for chapters 5 - 8, Unit II.
4. Take the Mid Term Examination.
5. Answer the study questions in this syllabus for chapters 9 - 13, Unit III.
6. Answer the study questions in this syllabus for chapters 14 - 18, Unit IV.
7. Take the Final Examination.

### **EXAMINATION INFORMATION:**

There are two (2) examinations. Each examination covers two UNITS. Each examination covers only material from the specific two UNITS.

Each examination consists of multiple choice, true/false and short answer essay. Each multiple choice and true/false question is worth one point. Each short answer essay is worth five points. You will have three hours for each test. You are **NOT PERMITTED TO USE YOUR TEXTBOOK** during the two examinations. No other books, notes or other material will be allowed in your possession during the test.

**NOTE:** In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

## **COMPOSITION OF GRADE:**

200 questions @ 1 point ea. (Open Book)	=	200 points
40 questions @ 5 point ea. (Open Book)	=	200 points
Mid-term Exam		
25 questions @ 1 point per question	=	25 points
5 ea. Short answer essay @ 5 points	=	25 points
Final Exam		
25 questions @ 1 point per question	=	25 points
5 ea. short answer essay @ 5 points	=	<u>25 points</u>
<b>Total</b>		<b>500 points</b>

## **Upper Iowa University uses a standard grading system:**

Total points earned as a percentage of 500 possible points will be graded using the following scale:

A	100 to 90%
B	89 to 80%
C	79 to 70%
D	69 to 60%
F	Below 60%

A = All work is excellent, shows exceptional understanding of materials; logical, clear and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

B = Understanding of material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

C = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

D = Quality and quantity of written and oral work is below average and barely acceptable.

F = Quality and quantity of written and oral work is unacceptable.

## **CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:**

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,

- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2008/09 page 98.

[http://www.uiu.edu/catalogs/eu/policies\\_1.html#conduct](http://www.uiu.edu/catalogs/eu/policies_1.html#conduct)

### **ATTENDANCE:**

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

### **LIBRARY RESOURCES:**

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. Go to: [www.uiu.edu](http://www.uiu.edu) and click on the Library option located on the left side of the home page. If you would like to use InfoTrac, please contact the UIU Library staff at [library@uiu.edu](mailto:library@uiu.edu).

**WITHDRAWAL:**

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six-month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned on the coursework submitted.

**SPECIAL NEEDS:**

If you require accommodation for special needs, please provide documentation to: Academic Advising Coordinator.

**This syllabus is tentative and subject to change.**