I. Course Overview


REQUIRED SIMULATION: HR Simulation (for purchase at [www.interpretive.com](http://www.interpretive.com))

OBJECTIVES:
The course provides an introduction to compensation issues in organizations, including determining wage and salary structures, equity issues, legal issues, employee benefits administration, and theoretical issues in compensation. This course contributes to the development of students’ knowledge and skills regarding:

- a) The process by which wages and salaries are determined in organizations
- b) Theoretical issues related to compensation decisions
- c) Making compensation decisions

The students are expected to:

- Read the assigned chapters for each week.
- Complete assignments on time.
- Participate actively, constructively, and meaningfully in all course forums.
- Be accountable and take responsibility for the quality of their own work.
- Be respectful of the time of both the professor and other students.

The professor will:

- Be available for the students by appointment.
- Grade students fairly on the same basis.
POINT DISTRIBUTION

- 3 Exams (Individual) 45% (15% each)
- Simulation (Team & Individual) 40% (See below)
- Daily News Article (Individual & Team%) 15% (See below)

TOTAL 100%

GRADING SCALE

- A = 90-100% of total points
- B = 80-89% of total points
- C = 70-79% of total points
- D = 60-69% of total points
- F = Less than 60% of total points

METHOD OF INSTRUCTION

A variety of methods will be used to deliver course content and reach the learning objectives of this course. These include, but are not limited to: lectures, readings, videos, and online media.

EXAMS (30% of final grade; Individual Performance)

Three exams will be given throughout the semester. Each exam is worth 10% of your final grade. Exams will open one week before they are due. Exams are linear (meaning that each question is presented separately and you may not go back to a previous question once you have moved on), made up of 30 randomly selected multiple choice and true false questions, and must be completed within 45 minutes of beginning them. If an exam is missed, there will be an opportunity to take a comprehensive final exam at the end of the semester to replace the missed exam. NO EXCEPTIONS WILL BE MADE.

SIMULATION PROJECT (40% of final grade; Team & Individual Performance)

For this component of your grade, you will be divided into teams of 4. For this team activity, each individual must purchase the HR Simulation from Interpretive Simulations (www.interpretive.com). More information about the simulation will be made available via Canvas.

- Purchase of the Simulation 1% (Individual)
- Simulation Quiz 3% (Individual)
- Team Charter 2% (Team)
- Peer Evaluations 12% (4% each)
- Reflection Paper 5% (Individual)
- Presentation 7% (Team)
- Actual Team performance 10% (weighted average of performance over all 8 quarters)

NEWS ARTICLE PRESENTATION & CLASS FACILITATION (15%)

Students will form presentation groups and will (ONE TIME during the semester) present a recent news article and facilitate a class discussion on the topic at hand. Each group will be responsible for finding a recent (within the last 2 months) real world news story that is relevant to the chapter being discussed that week. The class period and topic for which each student will be responsible will be assigned at the beginning of the semester.

Two groups will present each class and must not present the same article. Each group will be responsible for providing a 7-8 minute presentation, in their own words, of the news story, relating it to the course content covered that week, and why it is important. After both groups present, they should
also have several questions prepared to engage the class and each other in a lively discussion. Other members of the class are expected to participate in general discussion of the topic and to relate to the topics discussed in class. Appropriate, reputable news sources for articles are Fox, CBS, NBC, ABC, BBC, NPR, Wall Street Journal, Weekly Business Journal, CNN, etc. If you are unsure as to whether your article is from a reputable source, please contact the professor. READING AN ARTICLE IS NOT ACCEPTABLE.

Groups must outline what each person will contribute to the assignment when groups are formed and will provide peer evaluations after the presentation and discussion are completed.

Canvas Learning System Grades:
Grades posted in Canvas Learning System are unofficial. The instructor will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Canvas Learning System and destruction of grade reports. Official grades and Canvas Learning System grades should be equivalent (match). Please contact your instructor to discuss discrepancies. Check your grades regularly.

Exam scores will be released after all students have completed the exam and I have reviewed them. This is done to assess the reliability and validity of the exam and ensure that all students had the opportunity to earn the grade they deserved based upon their effort and preparation. However, if you believe there is an error in your reported exam grade, do not hesitate to contact me

USE OF PERSONAL COMPUTERS:
The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. ISP issues will be dealt with on an individual basis and will require documentation. If this is your for first time using UNT’s Canvas system, please make sure you run the compatibility software. You may find this website useful if you are having any system related difficulties. http://www.unt.edu/helpdesk/bblearn/ Please disable pop-up blocker software.

SUGGESTIONS AND COMPLAINTS
Please see the professor for any special problems or complaints which may be impeding your progress in the course. Feedback concerning the class/course is always appreciated and will be considered to improve the learning environment in this and subsequent semesters.

ADA COMPLIANCE STUDENTS WITH DISABILITIES:
The College of Business complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disabilities. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please contact the course professor as soon as possible. Office hours, locations, phone numbers, etc., are presented above. Note: University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed.

The course instructor works closely with and conforms to the strict guidelines of the Office of Disability Accommodation. Printed exams will be administered by the ODA at a location agreed upon by the student, the instructor, and ODA staff.
SPECIAL NOTE ABOUT Canvas Learning System®:
Canvas Learning System is committed to making certain that online courses are open and accessible to people with disabilities. As a result, Canvas Learning System® complies with Section 508 of the United States Rehabilitation Act of 1973, enabling people with disabilities and using assistive technologies, such as screen readers, to fully use the software. Canvas Learning System has worked with the Adaptive Technology Resource Centre (ATRC) at the University of Toronto on compliance requirements. Canvas Learning System® enables faculty or course designers with disabilities to use assistive technologies with Canvas Learning System in their course creation and delivery.

IMPORTANT NEWS FOR F-1 VISA HOLDERS:
To read INS regulations for F-1 students taking online courses, please go to this website http://uscis.gov/graphics/services/visas.htm and select the link to "8 CFR 214.2(f)" in the table next to "F-1." Paragraph (f)(6)(i)(G)

A Final Rule with clarifications on the restriction can be found in a pdf file located at http://uscis.gov/graphics/lawsregs/fr121102.pdf
Within this document, refer to Section IX on page 9 with the subject header "Online and Distance Education Courses."

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.
Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Advising Office (telephone 940-565-2195 or e-mail international@unt.edu) to get clarification before the one-week deadline. The On-campus Experiential Component Reporting Form is attached to this syllabus.

HELPFUL TIPS
BE ORGANIZED
You have a limited time to complete the exam. They are open book, open note, however the time constraint makes it difficult to leaf through your notes and the book chapters. Those with the most success on exams utilize an organized, compiled, and condensed set of notes.

BE CAREFUL
It is imperative to be careful when reading questions, reading answers, selecting answers, saving questions, and submitting a exam. INET exams are different than paper & pencil exams in class. Watch your elapsed time clock to make sure to use the time wisely. Do not wait until the last minute to access the exam because your clock may differ from Canvas Learn. If you miss and exam due to illness, family issues, system breakdown, and similar actions please keep in mind that I drop the lowest exams in order to accommodate such situations.

INDIVIDUAL TEST PREPARATION
Read the chapters, highlight the chapters, make chapter notes, study the chapter PowerPoints (verbal plus visual study is the best combination).

COMMUNICATION
E-mail is the quickest and preferred method to contact me. Please communicate concerns and questions to the professor as they arise. Communication should be professional.

EMERGENCY EVACUATION PROCEDURES FOR BUSINESS LEADERSHIP BUILDING:

- **Severe Weather** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

- **Bomb Threat/Fire** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.
## II. Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic/Readings</th>
<th>Assignments Due*</th>
<th>Due Date</th>
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</thead>
</table>
| 1    | 8/26-9/1  | Introductions  
Chapter 15: Challenges Facing Compensation Professionals | 1. Read Syllabus and acquire textbook.  
2. Business Ethics Acknowledgement                                             | Sun. 9/1       |
| 2    | 9/2-9/8   | Labor Day-No Class                                                            |                                                                                | Sun. 9/8       |
| 3    | 9/9-9/15  | Chapter 1: Strategic Compensation: A Component of HR Systems  
Chapter 2: Contextual Influences on Compensation Practice  
Daily News Articles |                                                                                | Sun. 9/15      |
| 4    | 9/16-9/22 | Chapter 3: Seniority Pay and Merit Pay  
Chapter 4: Incentive Pay  
Daily News Articles | 1. Exam 1 (Chs. 1, 2, 3, 4, 15) (15%)                                         | Sun. 9/22      |
| 5    | 9/23-9/29 | Chapter 5: Person-Focused Pay  
Chapter 6: Building Internally Consistent Compensation Systems  
*SPEAKER: Lindsay Schweikert, Fiserv*  
Daily News Articles | 1. Simulation Purchase Due (1%)                                                | Sun. 9/29      |
| 6    | 9/30-10/6 | Chapter 7: Market-Competitive Compensation Systems  
Chapter 8: Building Pay Structure that Recognize Employee Contributions  
Practice Decision | 1. Exam 2 (Chs. 5, 6, 7, 8) (15%)  
2. Team Charter Due (2%)                                                      | Sun. 10/6      |
| 7    | 10/7-10/13| Chapter 9: Discretionary Benefits  
Chapter 10: Legally Required Benefits  
*SPEAKER: Eric Austin & Rob Emerson, Mr. Cooper*  
Daily News Articles | 1. Simulation Quiz Due (3%)                                                   | Sun. 10/13     |
| 8    | 10/14-10/20| Chapter 11: Compensating Executives  
Chapter 12: Compensating the Flexible Workforce  
Daily News Articles | 1. Exam 3 (Chs. 9, 10, 11, 12) (15%)                                        | Sun. 10/20     |
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<th>Assignments Due*</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>9</td>
<td>10/21-10/27</td>
<td>Decision 1 Daily News Articles</td>
<td>• Survey 1—Beginning of Class</td>
<td>Sun. 10/27</td>
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<td>Decision 2 Daily News Articles</td>
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<td>Thursday 10/31</td>
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<tr>
<td>10</td>
<td>10/28-11/3</td>
<td>Decision 3 Due: M 11/4 @ 3:30pm</td>
<td>• Survey 2 &amp; Peer Evaluation — Beginning of Class</td>
<td>Mon. 11/4</td>
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<td>Decision 4 Due: Th 11/7 @ 11:59pm</td>
<td>• 24-hour notice to professor to fire</td>
<td>Thurs. 11/7</td>
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<td>• 24-hour notice to professor to leave team</td>
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<tr>
<td>11</td>
<td>11/4-11/10</td>
<td>Decision 5; Due: M 11/11 @ 3:30pm</td>
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<td>Mon. 11/11</td>
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<td>Decision 6; Due: Th 11/14 @ 11:59pm</td>
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<td>Thurs. 11/14</td>
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<td>• 24-hour notice to professor to fire</td>
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<td>• 24-hour notice to professor to leave team</td>
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<td>12</td>
<td>11/11-11/17</td>
<td>Decision 7; Due: M 11/18 @ 3:30pm</td>
<td>• Survey 3 &amp; Peer Evaluation—End of Class</td>
<td>Mon. 11/18</td>
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<td>Decision 8; Due: Th 11/21 @ 11:59pm</td>
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<td>Thurs. 11/21</td>
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<td>13</td>
<td>11/18-11/24</td>
<td>No Class</td>
<td>• Presentations Due (7%)</td>
<td>Sun. 12/1</td>
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<td>14</td>
<td>11/25-12/1</td>
<td>Presentations in Class</td>
<td>Reflection Paper (5%)</td>
<td>Sun. 12/8</td>
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<td>15</td>
<td>12/2-12/8</td>
<td>Presentations in Class</td>
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<tr>
<td>16</td>
<td>12/9-12/13</td>
<td>Presentations in Class</td>
<td>• Final Peer Evaluation</td>
<td>Mon. 12/9</td>
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