

BUS 357-001: COMPENSATION COURSE OUTLINE

Semester:	FALL 2023
Class Time:	MONDAY & WEDNESDAY; 5:30 – 6:45P.M.
Class Room #:	ED 619
Instructor:	CAROLINE GRAVES
Phone:	(306) 550-2845
Email:	CAROLINE.GRAVES@UREGINA.CA

<u>UR Courses:</u>	UR Courses will be used for this course
<u>Office Hours:</u>	By appointment
<u>Accommodations and Accessibility:</u>	The Centre for Student Accessibility upholds the University's commitment to a diverse and inclusive learning environment by providing services and supports for students based on disability, religion, family status, and gender identity. Students who require these services are encouraged to contact the Centre for Student Accessibility to discuss the possibility of academic accommodations and other supports as early as possible. For further information, please email accessibility@uregina.ca .
<u>Pre-requisites:</u>	BUS 250 (or ADMN 250)
<u>Textbook:</u>	<p>Singh, P. & Long, R.J. (2022). <i>Strategic Compensation in Canada</i> (Seventh Edition). Top Hat.</p> <p>If you choose to access the digital textbook and you already have a Top Hat account, you can go to https://app.tophat.com/e/453964 to be taken directly to our course digital textbook.</p> <p>If you are new to Top Hat:</p> <p>Go to https://app.tophat.com/register/student</p> <p>Search for our course textbook with the following join code: 453964</p> <p>Join the course and register for an account</p> <p>You can purchase access to the content directly through the website, or with an access key from the bookstore.</p>

	<p>Your Top Hat textbook is not only easy to use, it is fully mobile too! For more information about the interactive features in the textbook, click here: https://success.tophat.com/s/article/Student-Using-Your-Textbook</p> <p>Should you require assistance with Top Hat at any time please contact their Support Team directly by way of email (support@tophat.com), the in-app support button, or by calling 1-888-663-5491. Specific user information may be required by their technical support team when troubleshooting issues.</p> <p>Additional case studies may be used in this course. The total cost incurred by each student will be no more than \$20.00. The instructor will make these case studies available during the course, and the costs will be incurred at that time.</p>
<p><u>Course Description:</u></p>	<p>This course takes the perspective of human resource professionals and is concerned with the policies, objectives, and techniques of designing and implementing compensation systems. Topics will include: providing for internal and external equity, performance pay, indirect pay systems, and international compensation considerations.</p>
<p><u>Learning Objectives:</u></p>	<ul style="list-style-type: none"> • Describe the key purpose of a compensation system. • Explain why a compensation system can be a success in one organization and a failure in another. • Determine what components of compensation are best in particular circumstances. • Explain the use of performance pay choices. • Explain the compensation strategy formulation process.
<p><u>Academic Integrity:</u></p>	<p>As stated in the Hill and Levene Student Code of Professional & Ethical Conduct, students agree to the following: I will always conduct myself in an ethical manner and commit that:</p> <ul style="list-style-type: none"> • Every assignment that I submit for University of Regina classes will be my own work, or in the case of group submissions, the work of my group members. • Every paper, report, reflection, journal, or other similar work that I submit will properly acknowledge the source of ideas contained therein. • Every exam or quiz that I write will be done with honesty and integrity, following all University and instructor requirements.

Grading:

Assignment / Test:	Due Date:	% of Course Grade
News Story/Article Assignment	Oct. 4, 2023	10%
Midterm Exam	Oct. 23, 2023	20%
Term Paper	Nov. 29, 2023	30%
Final Exam	Dec. 18, 2023 (7:00p.m. – 10:00p.m.)	30%
Participation	Throughout Course	10%
TOTAL:		100%

News Story/Article Assignment:

- This assignment is designed to develop your critical thinking skills, which will involve researching and analyzing information related to a real-life application. The first part of this assignment will require you to locate and select a compensation-related news story or article.
- Your next task is to research whether that article's/story's information is accurate and whether or not the claims are supported by research. In order to do this, you will have to identify at least one relevant research article and summarize it to support your argument. The conclusion of your assignment must include recommendations based on your research.
- The assignment must not exceed four (4) pages.
- Use Times New Roman 12-point font, 1-inch margins, one-and-a-half line spacing, and include page numbers. APA is the required referencing style.
- Evaluation of this assignment will focus on: clear explanation of key concepts/terms; demonstrated ability to integrate content across readings to form persuasive and well-evidenced conclusions; and a thoughtful and thorough critique. Evaluation of this assignment will also take into account structure and writing (i.e., spelling, grammar, flow, clarity, referencing, limited use of quotes, adequate paraphrasing, and inclusion of an introduction and conclusion).

Midterm Exam:

- The midterm exam will be a closed-book exam, and will cover all material discussed and assigned up to that time in the semester.
- No make-up exam will be offered. If you miss the midterm exam for a reason approved by the instructor, your final exam will be worth an additional 20%.

Term Paper:

- You will prepare a term paper on a compensation-related topic of your choice.
- You may submit a paper as an individual or a group.
- You are responsible for determining your own groups (to a maximum of 5 students). If a paper is submitted on behalf of a group, all group members will receive the same grade.
- Your paper is to be a maximum of 12 pages. The title page, referencing, and appendices do not count towards the total page count.
- Use Times New Roman 12-point font, 1-inch margins, one-and-a-half spacing, and include page numbers.
- APA is the required referencing style.
- Additional details regarding this assignment will be posted on our UR Courses site and discussed in class.

Final Exam:

- The final exam will be a comprehensive, closed-book exam, and will cover material in the textbook and discussed in class.

Class Participation:

Because this course relies heavily on application and discussion of material, 10% of your grade will be determined from class contribution. Simply showing up for class all the time will only earn you 50% of the participation grade.

You will gain points by:

- Being prepared for class.
- Participating constructively in class exercises and discussions.
- Making observations that integrate concepts and discussions.
- Asking appropriate questions.
- Describing relevant work-related examples.
- Sharing research, newspaper, or magazine clippings of interest and relevance.

You will lose points by:

- Not contributing in a meaningful way.
- Arriving late to class or leaving class early (without a valid reason).
- Missing class (without a valid reason).
- Being unprepared for class.

Requirements/ Regulations:

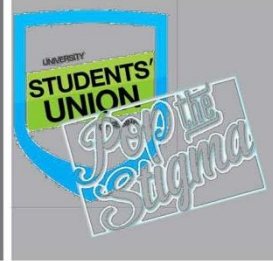
- Your presence will make a big difference to the dynamics of the class and the degree of learning that occurs. Therefore, you are expected to attend class regularly, on time, remain for the whole period, and make a positive contribution while present.
- All students are expected to participate constructively in class activities. This could consist of, but is not limited to, contributing to class discussions, presenting solutions to assigned exercises, describing work experiences related to topics raised in class, making perceptive comments or asking appropriate questions, bringing in newspaper or magazine clippings of interest to the class, etc.
- Examinations may reference all text and in-class content. Should you miss a particular class, it is your responsibility to obtain notes, assigned activities, handouts, etc. from another class member.
- Log into UR Courses regularly to check for e-mails or any course-related announcements.
- Late assignments will be penalized 10% for each day that they are late. Late assignments will not be accepted after five (5) days unless there are extenuating circumstances that have been discussed with the instructor prior to the assignment deadline, and the instructor has agreed to extend the deadline.

CLASS SCHEDULE

Aug. 30	Introductions and Review of Course Outline
Sept. 4	Labour Day – No Class
Sept. 6	Chapter 1 – A Road Map to Effective Compensation
Sept. 11 & 13	Chapter 2 – A Strategic Framework for Compensation
Sept. 18 & 20	Chapter 3 – A Behavioral Framework for Compensation
Sept. 25 & 27	Chapter 4 – Components of Compensation Strategy
Oct. 2 & 4	Chapter 5 – Performance Pay Choices
Oct. 4	New Story/Article Assignment Due
Oct. 9 - 15	Fall Break Week – No Class
Oct. 16 & 18	Chapter 6 – Formulating the Reward and Compensation Strategy Review for Midterm Exam

Oct. 23	Midterm Exam
Oct. 25	Chapter 7 – Evaluating Jobs: The Job Evaluation Process
Oct. 30 & Nov. 1	Chapter 8 – Evaluating Jobs: The Point Method of Job Evaluation
Nov. 6 & 8	Chapter 9 – Evaluating the Market
Nov. 13 & 15	Chapter 10 – Evaluating Individuals
Nov. 20 & 22	Chapter 11 – Designing Performance Pay Plans
Nov. 27 & 29	Chapter 12 – Designing Indirect Pay Plans Chapter 13 – Activating and Maintaining an Effective Compensation System
Nov. 29	Term Paper Due
Dec. 4	Conclusion & Wrap Up
Dec. 18 (7:00P.M. – 10:00P.M.)	Final Exam

University of Regina Counselling Services



Feeling Stressed? Always worried?

Some stress is normal when you're going to university but **1 in 5 students** will suffer from enough distress that they **would benefit from counselling**.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you've experienced a trauma like losing a family member or a close friend, or if you've recently ended a relationship.

If the feelings you're experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

Personal Counselling – This is a great option if you'd like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

Group Counselling – Simply put, you're not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can't afford counselling...

Seeking counselling doesn't have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.iHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don't know how to fix it?

URSU's Student Advocate can help you free of charge!

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!
- Emergency Bursaries
- Notary Public
- Rentalsman Appeals

