Compensation: BUS 357 - 001  
Winter 2019: January 8 – April 11, 2019

Instructor: Caroline Graves  
Phone: 306-530-6553 (cell.)  
E-Mail: caroline.graves@uregina.ca  
Class Time: Thursday; 7:00 – 9:45 p.m.  
Class Location: Education Building - Room 621  
Final Exam: Thursday, Apr.18, 2019; 7:00 – 10:00 p.m.  
Text:  
- 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.

Course Overview:  
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.

Prerequisite: BUS 250 (or ADMN 250)

Special Needs:  
If there is any student in this course who, because of a disability, may have a need for accommodation, please contact the Coordinator of Special Needs at 585-4631, in addition to discussing the accommodation with me.

General Classroom Etiquette:  
- 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. Students are responsible for bringing appropriate material for class that may be posted on UR courses or as noted in the course outline.

**Academic Integrity:**
Students enrolled in Business courses at the University of Regina are expected to adhere rigorously to principles of intellectual integrity. Plagiarism is a form of intellectual dishonesty in which another person’s work is presented as one’s own. Plagiarism or cheating on examinations/assignments is a serious offence that may result in a zero grade on an assignment, a failing grade in a course, suspension, or expulsion from the University.

**Note:** The Associate Dean requires that ANY level of plagiarism in the form of ANY missing in-text citations and/or references MUST be referred to his office for investigation of academic misconduct. For a student in their first semester at the University of Regina, a first offence, whether intentional or not, would typically carry a penalty of a notation in their student file and 3% off of their final grade in the course. For a student who has already attended the University of Regina at least one semester, a first offence, whether intentional or not, would typically carry a penalty of a notation in their student file and a 0% on the assignment. (These penalties apply only to the business faculty and are typical only, as they do not take into account the Associate Dean’s investigation into individual circumstances.) In order to avoid such penalties, it is critical that you provide complete referencing and in-text citations, even if the formatting isn’t perfect. You are encouraged to err on the side of caution and to “over-cite” rather than to exclude necessary information.

Plagiarism includes missing references, in-text citations, and quotation marks. Students who plagiarize unintentionally most often do so by failing to include all necessary in-text citations. In-text citations must be included for any and all information located through research. This includes anything that was not from your own previous knowledge or your own personal analysis of the research, even if the information is paraphrased, a direct quotation, a fact, a number, a statistic, someone else’s opinion, or was found through multiple sources. Remember, cite the ideas, not just the words.
Course Assessment:

<table>
<thead>
<tr>
<th>Component</th>
<th>Due Date</th>
<th>Percentage of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Midterm Exam</td>
<td>Feb. 14, 2019</td>
<td>20%</td>
</tr>
<tr>
<td>Term Paper</td>
<td>Apr. 4, 2019</td>
<td>20%</td>
</tr>
<tr>
<td>Class Presentation</td>
<td>Apr. 4, 2019</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Apr. 18, 2019</td>
<td>40%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>Ongoing</td>
<td>10%</td>
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Midterm Exam (20%):
The midterm exam will be conducted in class on **Feb. 14, 2019**. 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%. The midterm exam will cover all material discussed and assigned up to that time in the semester.

Term Paper (20%) – Due: Apr. 4, 2019
- In groups of three (3) or four (4) students, you will prepare a term paper on a compensation-related topic of your choice.
- Your paper is to be a maximum of 12 one-and-a-half spaced pages. The title page, referencing, and appendices do not count towards the total page count.
- A hard copy of the assignment is to be handed in and an electronic copy is to be e-mailed to the instructor.
- Additional details regarding this assignment will be discussed in class.
- A grading rubric will be posted to UR Courses.

Class Presentation (10%) – Apr. 4, 2019:
- In the same groups that you formed to prepare the term paper, you will present to the class on the topic you wrote about.
- You will be evaluated on the content of the presentation as well as such factors as the structure, clarity, and organization of the presentation; eye contact and audibility; effective use of presentation aids (e.g., PowerPoint presentations); and, interaction and involvement with the class.
- Each group will be given a total of 15 minutes for their presentation, which will include time for questions and answers.
- A grading rubric will be posted to UR Courses.

Final Exam (40%):
The final exam is scheduled for Thursday, **Apr. 18, 2019**. It will be a comprehensive, closed-book exam, and will cover material in the textbook and discussed in class.
Class Participation (10%):
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).
- Engaging in inappropriate behavior or comments that take away from the quality of the learning for others (e.g., texting, browsing the internet, letting your cell phone ring).
- Being unprepared for class.

Late Assignments:
Late assignments will be penalized 10% for each day that they are late. Late submissions must be handed directly to the instructor or must be date-stamped upon receipt by the Faculty of Business Administration office staff. 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 (subject to revision):

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Jan. 10</td>
<td>Introductions and Review of Course Outline</td>
</tr>
<tr>
<td></td>
<td>Chapter 1 – A Road Map to Effective Compensation</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>Chapter 2 – A Strategic Framework for Compensation</td>
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<td>Jan. 24</td>
<td>Chapter 3 – A Behavioral Framework for Compensation</td>
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<td>Jan. 31</td>
<td>Chapter 4 – Components of Compensation Strategy</td>
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<td>Feb. 7</td>
<td>Chapter 5 – Performance Pay Choices</td>
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<td>Date</td>
<td>Topic</td>
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<tr>
<td>Feb. 14</td>
<td>Midterm Exam</td>
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<tr>
<td>Feb. 21</td>
<td>Winter Break – No Class</td>
</tr>
<tr>
<td>Feb. 28</td>
<td>Chapter 6 – Formulating the Reward and Compensation Strategy</td>
</tr>
<tr>
<td>Mar. 7</td>
<td>Chapter 7 – Evaluating Jobs: The Job Evaluation Process</td>
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<tr>
<td>Mar. 14</td>
<td>Chapter 8 – Evaluating Jobs: The Point Method of Job Evaluation</td>
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<tr>
<td>Mar. 21</td>
<td>Chapter 9 – Evaluating the Market</td>
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<td></td>
<td>Chapter 10 – Evaluating Individuals</td>
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<tr>
<td>Mar. 28</td>
<td>Chapter 10 – Evaluating Individuals Cont’d.</td>
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<tr>
<td></td>
<td>Chapter 11 – Designing Performance Pay Plans</td>
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<tr>
<td>Apr. 4</td>
<td>Term Paper Due</td>
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<td></td>
<td>Class Presentations</td>
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<tr>
<td>Apr. 11</td>
<td>Chapter 12 – Designing Indirect Pay Plans</td>
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<td></td>
<td>Conclude and Review for Final Exam</td>
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<tr>
<td>Apr. 18</td>
<td>Final Exam</td>
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**Please Note:** Case studies, guest speakers, and class activities may occur that are not reflected on the class schedule.
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](http://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
- Rentalman Appeals