

**MGT318 Total Compensation Management
(3 credit hours)
Syllabus**

Course Description

A study of the total compensation management function in business, as evidenced through the human resource framework. Major areas of activity will include job analysis, job evaluation, establishing pay structures, and benefits.

Course Learning Outcomes (CLOs)

By the end of this course, the student will be able to do the following:

1. Understand the role of the total compensation management as evidenced through the Human Resources functions in organizations.
 2. Learn how total compensation issues affect every manager in an organization.
 3. Analyze and apply processes and procedures surrounding compensation management.
 4. Identify global and ethical issues in total compensation management and how it affects pay.
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Course Topics

Strategic compensation
Contextual influences on compensation practice
Traditional bases for pay
Incentive pay
Person-focused pay
Building internally consistent compensation systems
Building market-competitive compensation systems
Building pay structures that recognize employee contributions
Discretionary benefits
Legally required benefits
Compensating executives
Compensating the flexible workforce
Compensating expatriates
Pay and benefits outside the United States
Challenges facing compensation professionals

Course Prerequisites/Corequisites

MGT317

Required Textbook(s) and Resources

These are the materials you will need to purchase for the course:

Martocchio, J. J. (2014). *Strategic compensation: A human resource management approach* (9th ed.). Upper Saddle River, NJ: Prentice Hall, Inc. ISBN: 9780134321080

American Psychological Association. (2010). *Publication Manual of APA* (6th ed.). APA. ISBN: 9781433805615

Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements. Where applicable, Tiffin University has obtained permission to use copyrighted material.

Additionally, you will need a library barcode to conduct research through the University library and access any library resources provided in the course. If you do not already have a barcode, please request one by clicking on the following link:

- Link (online form): [Barcode Request Form](#)

Minimum Student Technology Requirements

In order to have a quality learning experience in your online courses, the University requires that your primary computer (the computer used to access course materials and on which you will be required to install course-specific software) meets or exceeds certain specifications. Click on the following link to view the specifications:

- [PC Recommendations](#)

Time Management

Time management is an important part of academic success. Please refer to the approximate (average) times noted below for readings and assignments to help plan your time accordingly.

Course Content

Please refer to individual activities for assessment guidelines.

WEEK 1			
Course Topics	Strategic compensation Contextual influences on compensation practice		
Read/Review			Approx. Time
Textbook, Lectures, and Other Resources	Textbook: Chapter 1, 2 File (PDF): Presentation – Chapter 1, 2 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		2.00 hrs. 1.00 hrs.
Activity Type	Course Learning Outcomes	Due	Approx. Time
Introductory Discussion: Initial Post	CLO(s): n/a	Monday	0.50 hrs.
Discussion 1: Initial Post	CLO(s): 1, 2, 3	Wednesday	3.50 hrs.
Discussion 2: Initial Post	CLO(s): 1, 2, 3	Wednesday	3.50 hrs.
All Discussions: Secondary Posts	CLO(s): as noted	Saturday	1.50 hrs.
Assignment 1: Responses	CLO(s): 1, 2, 3	Sunday	3.75 hrs.
Introduction to Compensation Project	CLO(s): 1, 2, 3	Weeks 1-6	

Assignment 2: Compensation Project – Task A	CLO(s): 1, 2, 3	Sunday	6.50 hrs.
Approximate Weekly Time on Task (includes resources and activities)			22.25 hrs.

WEEK 2			
Course Topics	Traditional bases for pay Incentive pay Person-focused pay		
Read/Review			Approx. Time
Textbook, Lectures, and Other Resources	Textbook: Chapter 3, 4, 5 File (PDF): Presentation – Chapter 3, 4, 5 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		3.00 hrs. 1.50 hrs.
Activity Type	Course Learning Outcomes	Due	Approx. Time
Discussion 1: Initial Post	CLO(s): 1, 2, 3	Wednesday	3.50 hrs.
Discussion 2: Initial Post	CLO(s): 1, 2, 3	Wednesday	3.00 hrs.
All Discussions: Secondary Posts	CLO(s): as noted	Saturday	1.00 hrs.
Assignment 1: Responses	CLO(s): 2, 3	Sunday	4.50 hrs.
Assignment 2: Compensation Project – Task B	CLO(s): 1, 2, 3	Sunday	5.00 hrs.
Approximate Weekly Time on Task (includes resources and activities)			21.50 hrs.

WEEK 3			
Course Topics	Building internally consistent compensation systems Building market-competitive compensation systems Building pay structures that recognize employee contributions		
Read/Review			Approx. Time
Textbook, Lectures, and Other Resources	Textbook: Chapter 6, 7, 8 File (PDF): Presentation – Chapter 6, 7, 8 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		3.00 hrs. 1.50 hrs.
Activity Type	Course Learning Outcomes	Due	Approx. Time
Discussion 1: Initial Post	CLO(s): 1, 3, 4	Wednesday	3.50 hrs.
Discussion 2: Initial Post	CLO(s): 1, 3, 4	Wednesday	3.50 hrs.
All Discussions: Secondary Posts	CLO(s): as noted	Saturday	1.00 hrs.
Assignment 1: Responses	CLO(s): 1, 3, 4	Sunday	4.50 hrs.
Assignment 2: Compensation Project – Task C	CLO(s): 1, 2, 3	Sunday	4.50 hrs.
Approximate Weekly Time on Task (includes resources and activities)			21.50 hrs.

WEEK 4			
Course Topics	Discretionary benefits Legally required benefits		
Read/Review			Approx. Time
Textbook, Lectures, and Other Resources	Textbook: Chapter 9, 10 File (PDF): Presentation – Chapter 9, 10 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		2.00 hrs. 1.00 hrs.
Activity Type	Course Learning Outcomes	Due	Approx. Time
Discussion 1: Initial Post	CLO(s): 2, 3	Wednesday	3.00 hrs.
Discussion 2: Initial Post	CLO(s): 2, 3	Wednesday	3.50 hrs.
All Discussions: Secondary Posts	CLO(s): as noted	Saturday	1.00 hrs.
Assignment 1: Responses	CLO(s): 1, 2, 3	Sunday	4.50 hrs.
Assignment 2: Compensation Project – Task D	CLO(s): 1, 2, 3	Sunday	4.50 hrs.

Approximate Weekly Time on Task (includes resources and activities)			19.50 hrs.
WEEK 5			
Course Topics	Compensating executives Compensating the flexible workforce		
Read/Review			Approx. Time
Textbook, Lectures, and Other Resources	Textbook: Chapter 11, 12 File (PDF): Presentation – Chapter 11, 12 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		2.00 hrs. 1.00 hrs.
Activity Type	Course Learning Outcomes	Due	Approx. Time
Discussion 1: Initial Post	CLO(s): 1, 2, 3	Wednesday	3.00 hrs.
Discussion 2: Initial Post	CLO(s): 1, 2, 3	Wednesday	3.00 hrs.
All Discussions: Secondary Posts	CLO(s): as noted	Saturday	1.00 hrs.
Assignment 1: Responses	CLO(s): 1, 2, 3	Sunday	4.50 hrs.
Assignment 2: Compensation Project – Task E	CLO(s): 1, 2, 3	Sunday	4.50 hrs.
Approximate Weekly Time on Task (includes resources and activities)			19.00 hrs.
WEEK 6			
Course Topics	Compensating expatriates Pay and benefits outside the United States		
Read/Review			Approx. Time
Textbook, Lectures, and Other Resources	Textbook: Chapter 13, 14 File (PDF): Presentation – Chapter 13, 14 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		2.00 hrs. 1.00 hrs.
Activity Type	Course Learning Outcomes	Due	Approx. Time
Discussion 1: Initial Post	CLO(s): 4	Wednesday	3.00 hrs.
Discussion 2: Initial Post	CLO(s): 4	Wednesday	3.00 hrs.
All Discussions: Secondary Posts	CLO(s): as noted	Saturday	1.00 hrs.
Assignment 1: Responses	CLO(s): 4	Sunday	4.50 hrs.
Assignment 2: Compensation Project – Task F	CLO(s): 1, 2, 3	Sunday	5.50 hrs.
Approximate Weekly Time on Task (includes resources and activities)			20.00 hrs.
WEEK 7			
Course Topics	Challenges facing compensation professionals		
Read/Review			Approx. Time
Textbook, Lectures, and Other Resources	Textbook: Chapter 15 File (PDF): Presentation – Chapter 15 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		1.00 hrs. 0.50 hrs.
Activity Type	Course Learning Outcomes	Due	Approx. Time
Discussion 1: Initial Post	CLO(s): 4	Wednesday	3.00 hrs.
Discussion 2: Initial Post	CLO(s): 1, 2, 3, 4	Wednesday	3.00 hrs.
Assignment: Responses	CLO(s): 1, 2, 3	Thursday	3.00 hrs.
All Discussions: Secondary Posts	CLO(s): as noted	Saturday	1.00 hrs.
Approximate Weekly Time on Task (includes resources and activities)			11.50 hrs.
Approximate Time on Task for Entire Course			135.25 hrs.

Grading Structure

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Introductory Discussion	n/a							0
Discussion 1	25	25	25	25	25	25	25	175
Discussion 2	25	25	25	25	25	25	25	175
Assignment 1: Responses	50	50	50	50	50	50	50	350
Assignment 2: Compensation Project	50	50	50	50	50	50		300
Total	150	150	150	150	150	150	100	1000

Activity Categories	Percentage of Total Points
Discussions	35%
Assignment 1: Responses	35%
Assignment 2: Compensation Project	30%
Total	100%

Grading Scale	
Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	<60%

Please see the Academic Bulletin for grade appeal information.

FERPA

The Family Educational Rights and Privacy Act (FERPA) protects student information. Other than directory information, such as name, address, phone number, etc., students must give consent for individuals to gain access to a student's educational record, including grades, transcripts, and behavior reports (unless the student is under the age of 18). Students also have the right to review their educational records. For a more detailed explanation, please see the Student Handbook.

Office for Student Accessibility Services

Please refer to your Moodle Home page for Office for Student Accessibility Services contact information to coordinate reasonable accommodations for students with documented disabilities.

Veterans

Please refer to your Moodle Home page for services for veterans, service members, and their families.

Moodle and Non-Moodle Technical Support

Blackboard Student Services will provide 24x7 Moodle helpdesk support for all Tiffin University students and faculty. Locate contact information for Blackboard Student Services (Moodle-related issues) and for Tiffin University ITS helpdesk (non-Moodle related issues) on your Moodle Home page.

This syllabus is subject to change at the discretion of the University.