



**HR202: Compensation and Payroll Syllabus**  
**3 Credit Hours**

**Class Schedule:**

This is an 8-week course with each week numbered: Week 1, Week 2, Week 3, etc. It is the student's responsibility to know when the online course starts and to track the weeks accordingly. The course is delivered online in Edvance360. Lessons and activities are asynchronous and divided out by week according to the detailed schedule in this syllabus.

**Course Description:**

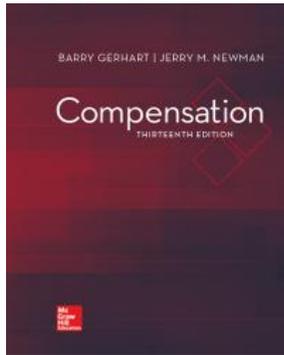
Across various industries, human resource professionals work to organize and analyze aspects of employment that deal with elements of compensation provided by an employer to its employees for work performance. Social and economic realities are forcing companies to rethink how people are paid and the impact it makes on business. This course examines the strategic choices in managing compensation in the context of current theory, research, and real-business practices, along with both new developments as well as established approaches to compensation decisions.

**Learning Objectives:**

1. Define compensation from the perspectives of society, stockholders, the organization, and the external environment and examine the various forms of pay including cash compensation, benefits, total earnings opportunities, and relational returns from work.
2. Discuss how the employment relationship combines both transactional and relational returns to form an implicit contract between employers and employees and evaluate the use of pay grades and pay ranges and their relationship to internal alignment and external competitiveness.
3. Identify the different forms of short-term pay-for-performance plans, including the advantages and disadvantages of these plans and discuss the relationship of the motivational theories to compensation. Examine about the performance evaluation process, mindful of equal employment opportunity.
4. Determine the impact of unions on wage determination including union impact on general wage levels and examine the union's impact on alternative reward systems and defend the role of ethics in compensation.
5. Identify the role of government in the employment relationship and discuss the outcome of different federal acts and executive orders as well as other pay discrimination issues.



**Textbook:**



**Compensation**

By: Barry Gerhart

Publisher: McGraw-Hill Higher Education

Print ISBN: 9781260043723, 126004372X

eText ISBN: 9781260486100, 1260486109

Edition: 13th

Copyright year: 2020

Format: EPUB

**Instruction Methods and Delivery Method: Online**

A variety of instruction methods will be employed during this course including PowerPoint presentations, skill building exercises, problem solving exercises, case studies, quizzes, and discussions.

**Course Evaluation and Assessment Breakdown**

Category	% of Grade	Activities	Points Grade
Quizzes	14%	7x 2	14
Online Discussions	32%	8 x 4	32
Case Study	14%	2 x 7	14
MH Connect Activities	20%	4 x 5	20
Final Assignment	20%	1 x 20	20
<b>Total</b>	<b>100%</b>		<b>100</b>

**Online Course Success:**

Taking an online course can be very different than in a traditional classroom. Because this course is offered in an accelerated format, it is extremely important that students are up to date in the course content and complete assignments by the specified due dates. The following suggestions should help successfully navigate this course.

- Manage your time wisely. Schedule a time that works best for you to complete the assignments. You should understand that you will be working an average of 6-8 hours per week on this class, so find time to designate solely to your class work.
- Read everything. Take notes to understand what you have read. (See Taking effective notes handout.)
- Be active in class discussions.
- Complete all parts of an assignment. Please keep in mind that this is a college level class and writings should reflect it. Please check your writing for sentence structure: complete sentences, correct grammatical usage and comprehensiveness.

**Grading Scale:**



Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessments on assignments, tests and quizzes, discussion questions, homework and course participation. The standard scale of A to F are considered earned grades. Official grades are issued at the completion of each term/module. Students who wish to contest a grade must contact the program director (email of program director) within the first two weeks of the new term/module. All grades are considered final 30 days after the end of a module/term.

Letter Grade	%	Quality	Quality Points
A	90%-100%	Superior	4.0
B	80%-89.9%	Excellent	3.0
C	70%-79.9%	Satisfactory	2.0
D	60%-69.9%	Min. Passing Grade	1.0
F	Below 60%	Fail	0.0
I	N/A	Incomplete	0.0
T	N/A	Transfer Credit	0.0
W	N/A	Withdrawal	0.0

**Course Topics:**

Week 1	The Pay Model Strategy: The Totality of Decisions
Week 2	Defining Internal Alignment Job Analysis Job-Based Structures and Job Evaluation
Week 3	Person-Based Structures Defining Competitiveness
Week 4	Designing Pay Levels, Mix, and Pay Structures Pay-for-Performance: Theory and Evidence Pay-for-Performance: Types of Plans
Week 5	Performance Appraisals The Benefit Determination Process
Week 6	Benefit Options Compensation of Special Groups: Executives and Others Union Role in Wage and Salary Administration
Week 7	International Pay Systems Government and Legal Issues in Compensation



Week 8	Management: Making It Work
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**Weekly Outline and Instructional Plan**

Week 1		
Learning Objectives	Contact Hours/Content (7 Hours)	Homework (11 Hours)
<p>This week the following learning objectives will be covered which is mapped to CLO1;</p> <ul style="list-style-type: none"> <li>• Student will understand the similarities and differences in strategies within the same industry and within the same company. Will explore the total compensation strategy in four steps.</li> <li>• Understand the benefits of well-designed compensation systems to the detriments of poorly designed compensation systems.</li> </ul>	<p><b>Discussions Question:</b></p> <p>What is your definition of compensation? Which meaning of compensation seems most appropriate from an employee’s view: return, reward, or entitlement? Compare your ideas with someone with more experience, someone from another country, someone from another field of study.</p> <p><b>Discussion Requirement: (1 – 2 hrs)</b></p> <p>Initial discussion posts for each week are due by Tuesday and respond to at least TWO other peer responses by Saturday. Make sure you submit your peer responses by Thursday and Friday, so that folks can read and respond in a timely manner.</p> <p><b>Week 1 Quiz: (1 hr)</b></p> <p>1 hour of actual online time. (20 minutes with 3 possible attempts.) Quiz #1 Covers Chapter 1 &amp; 2.</p>	<p><b>Introduction to the syllabus:</b></p> <p>Review the following Chapter ppt posted in EAdvance360 (4 hrs)</p> <ul style="list-style-type: none"> <li>• The Pay Model</li> <li>• Strategy: The Totality of Decision</li> </ul> <p>Students are required to create a McGraw connect account to complete the following activity:</p> <ul style="list-style-type: none"> <li>- Create a McGraw Account (30 mins)</li> <li>- Review the MH connect #1 requirements (30 mins)</li> <li>- Research purposes (1-2 hrs)</li> </ul> <p><b>Read/Response Week 1 Discussion (1 hr)</b></p> <p>Write in a 250 word answer the discussion question in proper APA format. <b>Use only the supplemental videos, slide shows and your book as references.</b></p> <p><b><u>Read/Response Connect Assignments # 1:</u></b></p> <p><b>2-3 Hours</b> writing assignment based on MH Connect question. Must be written in APA format.</p>



<ul style="list-style-type: none"> <li>Student will discuss the strategies within the same industry and within the same company and identify the best practices <b>versus best fit and virtuous and vicious circles.</b></li> </ul>	<p>Due by midnight Saturday end of week 1.</p> <p><b>MH Connect #1 (4 hrs)</b></p> <p>Please answer the following questions in MH Connect. Make sure you provide a detailed response to the questions:</p> <ol style="list-style-type: none"> <li>Define defenders and prospectors as referred to by Miles and Snow.</li> <li>Compensation systems can be tailored to general business strategies. List and explain these strategies.</li> <li>Explain AMO theory.</li> <li>What are the aspects of the alignment of pay strategy?</li> <li>Write short notes on virtuous and vicious circles.</li> </ol> <p>All activities are due by Saturday of Week 1</p>	<p><b>Studying and reviewing material:</b> Chapter 1 and 2 (3 hrs)</p>
<p><b>Week 2</b></p>		
<p><b>Learning Objectives</b></p>	<p><b>Contact Hours/Content (7 Hours)</b></p>	<p><b>Homework (11 Hours)</b></p>
<p>This week the following learning objectives will be covered which is mapped to CLO2;</p> <ul style="list-style-type: none"> <li>Students will discuss about the importance of pay structures of various organizations and will explore about the internal</li> </ul>	<p><b>Discussions #2 Question:</b></p> <p>Job analysis has been considered the cornerstone of human resource management. Precisely how does it support managers making pay decisions? Discuss the major decisions involved in job analysis.</p> <p><b>Discussion Requirement: (1 – 2 hrs)</b></p>	<p>Review the following Chapter ppt posted in EAdvance360 (4 hrs)</p> <ul style="list-style-type: none"> <li>Defining Internal Alignment</li> <li>Job Analysis</li> <li>Job-Based Structures and Job Evaluation</li> </ul> <p><b>Read/Response Week 2 Discussion (1 hr)</b> Write in a 250 word answer the discussion</p>



<p>and external structures.</p> <ul style="list-style-type: none"> <li>• Students will understand the theory and reality of job analysis, including issues arising due to globalization.</li> <li>• Students will identify and understand the job evaluation process and its major decisions during the evaluation. Will also examine about the different job evaluation methods.</li> </ul>	<p>Initial discussion posts for each week are due by Tuesday and respond to at least TWO other peer responses by Saturday. Make sure you submit your peer responses by Thursday and Friday, so that folks can read and respond in a timely manner.</p> <p><b>Week 2 Quiz: (1 hr)</b></p> <p>1 hour of actual online time. (20 minutes with 3 possible attempts.) Quiz #2 Covers Chapter 3, 4 &amp; 5. Due by midnight Saturday end of week 2.</p> <p><b>Case Study #1: (4 hrs)</b></p> <p>Please review the Case "NCAA" in <b>Pg #99</b> and answer the following questions in detail.</p> <ol style="list-style-type: none"> <li>1. Should NCAA athletes get paid as employees?</li> <li>2. If NCAA athletes are paid as employees, either because of legal action or colleges/universities deciding on their own to change the system, how should the pay strategy be designed to “work” and avoid the potential pitfalls identified above?</li> <li>3. What would your pay strategy design cost and how would it be funded? What impact would the required level of funding have on colleges and universities? How would athletes outside of sports</li> </ol>	<p>question in proper APA format. <b>Use only the supplemental videos, slide shows and your book as references.</b></p> <p><b><u>Read/Response Case Study # 1: 2-3 Hours</u></b> writing assignment based on Case question. Must be written in APA format. <b><u>Turn in to Dropbox by Saturday week 2</u></b></p> <p><b>Studying and reviewing material:</b> Chapter 3, 4 and 5 <b>(3 hrs)</b></p>
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	<p>such as basketball and football be affected?</p> <p><b>Protocol:</b></p> <p>Please make sure your submission is 2-3-pages in length and meets the minimum APA Style formatting guidelines:</p> <ul style="list-style-type: none"> <li>• 12-pt. Times New Roman font</li> <li>• Double-spaced</li> <li>• 1” margins on all sides</li> <li>• Please provide a title page including your Name, Course Number, Date of Submission, and Assignment name.</li> <li>• Please make sure to paraphrase and cite material</li> </ul>	
<b>Week 3</b>		
<b>Learning Objectives</b>	<b>Contact Hours/Content (7 Hours)</b>	<b>Homework (11 Hours)</b>
<p>This week the following learning objectives will be covered which is mapped to <b>CLO2 and CLO3</b>;</p> <ul style="list-style-type: none"> <li>• Students will understand the similarities and differences between skill plans and competencies in person-based structures.</li> <li>• Students will discuss about the competencies-based pay structure and its</li> </ul>	<p><b>Discussions #3 Question:</b></p> <p>Based on the research on job evaluation, what are the sources of possible gender bias in skill-/competency-based plans? If you were managing employee compensation, how would you recommend that your company evaluate the usefulness of its job evaluation or person-based plans?.</p> <p><b>Discussion Requirement: (1 – 2 hrs)</b></p> <p>Initial discussion posts for each week are due by Tuesday and respond to at least TWO other peer</p>	<p>Review the following Chapter ppt posted in EAdvance360 (4 hrs)</p> <ul style="list-style-type: none"> <li>• Person-Based Structures</li> <li>• Defining Competitiveness</li> </ul> <p><b>Read/Response Week 3 Discussion (1 hr)</b> Write in a 250 word answer the discussion question in proper APA format. <b>Use only the supplemental videos, slide shows and your book as references.</b></p> <p><b><u>Read/Response Connect Assignments # 2:</u></b> 2-3 Hours writing assignment based on MH</p>



<p>purpose, and will examine the basic decisions in creating such a structure, and the resulting structure.</p> <ul style="list-style-type: none"> <li>• Students will understand the external competitiveness and will identify the two objectives of both pay-level and pay-mix decisions.</li> <li>• Students will explain the major consequences of pay-level and pay-mix decisions</li> </ul>	<p>responses by Saturday. Make sure you submit your peer responses by Thursday and Friday, so that folks can read and respond in a timely manner.</p> <p><b>Week 3 Quiz: (1 hr)</b></p> <p>1 hour of actual on line time. (20 minutes with 3 possible attempts.) Quiz #3 Covers Chapter 6 &amp; 7. Due by midnight Saturday end of week 3.</p> <p><b>MH Connect #2 (4 hrs)</b></p> <p>Please answer the following Chapter 7 questions in MH Connect. Make sure you provide a detailed response to the questions;</p> <ol style="list-style-type: none"> <li>1. How do modern organizations analyze work processes?</li> <li>2. What is the relevance of certification in a multi-skill system?</li> <li>3. How do skill-based plans motivate employees?</li> <li>4. What is relevance of flexibility in skill-based plans?</li> <li>5. How are organizations redefining the original definition of competencies?"</li> </ol> <p>All activities are due by Saturday of Week 3</p>	<p>Connect question. Must be written in APA format.</p> <p><b>Studying and reviewing material: Chapter 6 and 7 (3 hrs)</b></p>
<p><b>Week 4</b></p>		
<p><b>Learning Objectives</b></p>	<p><b>Contact Hours/Content (7 Hours)</b></p>	<p><b>Homework (11 Hours)</b></p>



<p>This week the following learning objectives will be covered which is mapped to <b>CLO3</b>;</p> <ul style="list-style-type: none"> <li>• Student will interpret the pay-policy line, including choice of measure, updating, and relating the pay-policy line to the market line.</li> <li>• Students will discuss what behaviors employers’ desire and connect organization strategy to employee behavior and will examine the role of compensation in motivating the four types of desired behavior: the decision to join, to stay, to develop skills, and to perform well.</li> <li>• Students will discuss the various long-term incentive plans, including employee stock ownership plans, performance plans, broad-based option plans, and combination plans</li> </ul>	<p><b>Discussions #4 Question:</b></p> <p>Companies focus heavily on cost-saving strategies to be competitive today. Identify both monetary and non-monetary ways of cost saving that would be relevant to a compensation person’s job. Do you think compensation of \$150,000 per year is enough to make one happy? Please discuss.</p> <p><b>Discussion Requirement: (1 – 2 hrs)</b></p> <p>Initial discussion posts for each week are due by Tuesday and respond to at least TWO other peer responses by Saturday. Make sure you submit your peer responses by Thursday and Friday, so that folks can read and respond in a timely manner.</p> <p><b>Week 4 Quiz: (1 hr)</b></p> <p>1 hour of actual online time. (20 minutes with 3 possible attempts.) Quiz #4 Covers Chapter 9 &amp; 10. Due by midnight Saturday end of week 4.</p>	<p>Review the following Chapter ppt posted in EAdvance360 (<b>4 hrs</b>)</p> <ul style="list-style-type: none"> <li>• Designing Pay Levels, Mix, and Pay Structures</li> <li>• Pay-for-Performance: Theory and Evidence</li> <li>• Pay-for-Performance: Types of Plans</li> </ul> <p><b>Read/Response Week 4 Discussion (3 hrs)</b></p> <p>Write in a 250 word answer the discussion question in proper APA format. <b>Use only the supplemental videos, slide shows and your book as references.</b></p> <p><b>Studying and reviewing material: Chapter 8, 9 and 10 (4 hrs)</b></p>
<p><b>Week 5</b></p>		
<p><b>Learning Objectives</b></p>	<p><b>Contact Hours/Content (7 Hours)</b></p>	<p><b>Homework (11 Hours)</b></p>



This week the following learning objectives will be covered which is mapped to CLO3;

- Students will identify the role of performance appraisals including performance metrics, strategies for better understanding and measuring job performance.
- Students will identify the reasons for the growth of employee benefits and identify the key issues in benefit planning, design, and administration.
- Students will understand both employer factors and employee factors as they relate to the components of a benefit plan

**Discussions #5 Question:**

We discussed in depth about four ways to improve performance ratings. Pick one that you think shows the most promise and defend your position. If you are a manager, identify three performance criteria you think would be appropriate for evaluating your team members? Please discuss?

**Discussion Requirement: (1 – 2 hrs)**

Initial discussion posts for each week are due by Tuesday and respond to at least TWO other peer responses by Saturday. Make sure you submit your peer responses by Thursday and Friday, so that folks can read and respond in a timely manner.

**Week 5 Quiz: (1 hrs)**

1 hour of actual online time. (20 minutes with 3 possible attempts.) Quiz #5 Covers Chapter 11 & 12. Due by midnight Saturday end of week 5.

**MH Connect #3 (4 hrs)**

Please answer the following Chapter 12 questions in MH Connect. Make sure you provide a detailed response to the questions.

1. Explain how the government has played an important role in the growth of employee benefits.

Review the following Chapter ppt posted in EAdvance360 (4 hrs)

- Performance Appraisals
- The Benefit Determination Process

**Read/Response Week 5 Discussion (1 hr)**

Write in a 250 word answer the discussion question in proper APA format. Use only the supplemental videos, slide shows and your book as references.

**Read/Response Connect Assignments # 3:**

**2-3 Hours** writing assignment based on MH Connect question. Must be written in APA format.

**Studying and reviewing material: Chapter 11 and 12 (3 hrs)**



	<ol style="list-style-type: none"> <li>2. What are four major administration issues that arise in setting up a benefit package?</li> <li>3. What are the major disadvantages of a flexible benefits package?</li> <li>4. What can administrators do to control increasing benefits costs?</li> <li>5. What are some of the common cost-containment practices with regard to benefits administration?</li> </ol> <p>All activities are due by Saturday of Week 5</p>	
<b>Week 6</b>		
<b>Learning Objectives</b>	<b>Contact Hours/Content (7 Hours)</b>	<b>Homework (11 Hours)</b>
<p>This week the following learning objectives will be covered which is mapped to <b>CLO4</b></p> <ul style="list-style-type: none"> <li>• Students will discuss the importance of employee benefits required by law and will understand the differences between issues related to miscellaneous employee benefits.</li> <li>• Students will evaluate the compensation strategies for supervisors, corporate directors and executives with</li> </ul>	<p><b>Discussions #6 Question:</b></p> <p>Describe how a benefits program might increase worker attraction, retention, and motivation. As the CFO of a company, how would you approach the distribution of bonuses in an organization?</p> <p><b>Discussion Requirement: (1 – 2 hrs)</b></p> <p>Initial discussion posts for each week are due by Tuesday and respond to atleast TWO other peer responses by Saturday. Make sure you submit your peer responses by Thursday and Friday, so that folks can read and respond in a timely manner.</p> <p><b>Week 6 Quiz: (1 hr)</b></p>	<p>Review the following Chapter ppt posted in EAdvance360 (4 hrs)</p> <ul style="list-style-type: none"> <li>• Benefit Options</li> <li>• Compensation of Special Groups: Executives and Others</li> <li>• Union Role in Wage and Salary Administration</li> </ul> <p><b>Read/Response Week 6 Discussion (1 hr)</b> Write in a 250 word answer the discussion question in proper APA format. <b>Use only the supplemental videos, slide shows and your book as references.</b></p> <p><b><u>Read/Response Case Study # 2: 2-3 Hours</u></b> writing assignment based on Case question. Must be written in APA format. <b><u>Turn in to Dropbox by Saturday week 6</u></b></p>



an emphasis on components of an executive compensation package.

- Students will learn the role of unions on wage determination including union impact on general wage levels

1 hour of actual on line time. (20 minutes with 3 possible attempts.) Quiz #6 Covers Chapter 13, 14 & 15. Due by midnight Saturday end of week 6.

**Case Study #2: (4 hrs)**

Please review the Case "A Sports Sales Plan" in Pg #540 and answer the following questions in detail;

1. Of the above information, what is most important in your design of a sales incentive plan for the three sales staff? How does this information affect your plan design?
2. Your book talks about unit rate plans. Which of these types of plan would you use for sales of tickets? Which plan might be appropriate for sales of advertising? Why?
3. What factors influence the dollar amount you can pay for increases in ticket sales?

**Protocol:**

Please make sure your submission is 2-3-pages in length and meets the minimum APA Style formatting guidelines:

- 12-pt. Times New Roman font
- Double-spaced
- 1" margins on all sides
- Please provide a title page including your Name, Course Number, Date of

**Studying and reviewing material:** Chapter 13, 14 and 15 (3 hrs)



	<p>Submission, and Assignment name.</p> <ul style="list-style-type: none"> <li>Please make sure to paraphrase and cite material</li> </ul> <p>All activities are due by Saturday of Week 6</p>	
<b>Week 7</b>		
<b>Learning Objectives</b>	<b>Contact Hours/Content (7 Hours)</b>	<b>Homework (11 Hours)</b>
<p>This week the following learning objectives will be covered which is mapped to <b>CLO4 and CLO5</b></p> <ul style="list-style-type: none"> <li>Students will demonstrate their understanding of critical analysis the primary and secondary sources through the final assessment.</li> <li>Student will explore the global context and the social contract of international pay systems and will evaluate the national pay systems of the United States, Japan, and Germany.</li> <li>Students will evaluate the importance of communication, managing the message and transparency and will</li> </ul>	<p><b>Discussions #7 Question:</b></p> <p>Discuss the nature of government’s role in compensation. Develop arguments for and against “typical” Japanese-style, “typical” German-style, and “typical” U.S.-style approaches to pay. Using the global guide, what factors are causing each approach to change?</p> <p><b>Discussion Requirement: (1 – 2 hrs)</b></p> <p>Initial discussion posts for each week are due by Tuesday and respond to at least TWO other peer responses by Saturday. Make sure you submit your peer responses by Thursday and Friday, so that folks can read and respond in a timely manner.</p> <p><b>Week 7 Quiz: (1 hr)</b></p> <p>1 hour of actual online time. (20 minutes with 3 possible attempts.) Quiz #7 Covers Chapter 11 &amp; 12. Due by midnight Saturday end of week 5.</p> <p><b>Final Assignment: (5 to 6 hrs)</b></p>	<p>Review the following Chapter ppt posted in EAdvance360 (<b>5 hrs</b>)</p> <ul style="list-style-type: none"> <li>International Pay Systems</li> <li>Government and Legal Issues in Compensation</li> <li>Overview of all chapters</li> </ul> <p><b>Read/Response Week 7 Discussion (1 hr)</b></p> <p>Write in a 250 word answer the discussion question in proper APA format. <b>Use only the supplemental videos, slide shows and your book as references.</b></p> <p><b><u>Read/Response Final Assignment: 5 Hours</u></b> writing assignment based on Final question. Must be written in APA format.</p> <p><b><u>Turn in to Dropbox by Saturday week 7, by 4:00pm EST on Saturday</u></b></p>



identify the unique aspects of managing labor costs.

For your final assignment, let's consider the key topics learned in our class, including:

- Job Analysis
- Person-Based Structures
- Pay-for-Performance: Theory and Evidence
- Performance Appraisals
- Union Role in Wage and Salary Administration
- International Pay Systems
- Compensation of Special Groups: Executives and Others

Please select one of the key topics listed, and address the following items:

- (a) Provide a detailed description of the topic.
- (b) Provide two examples of how the selected concept selected is applied.
- (c) Discuss the challenges faced with the concept selected. As part of this discussion, how will the selected item be implemented in an organization and its significance?
- (d) Discuss how the selected concept will change 5 years from now. What can the organizational leaders do today to ensure they are prepared for these advancements?

**Parameters:**

- (a) Please include a title page, introduction, and conclusion.
- (b) Please ensure that at least 5 credible references are used, and make sure to cite them.



	<p>(c) Word count is between 1000- and-1,250-words.</p> <p><b>All activities are due by Saturday of Week 7</b></p>	
<b>Week 8</b>		
<b>Learning Objectives</b>	<b>Contact Hours/Content (7 Hours)</b>	<b>Homework (10 Hours)</b>
<p>This week the following learning objectives will be covered which is mapped to <b>CLO 1 TO CLO 5</b></p> <ul style="list-style-type: none"> <li>Students will discuss the earnings gap, including sources of the earnings gap, differences in both occupations and industries, the presence of discrimination and global issues concerning pay discrimination and will also examine about role of government in employment.</li> <li>Students will demonstrate their understanding of critical analysis the primary and secondary sources through the final assessment.</li> </ul>	<p><b>Discussions #8 Question:</b></p> <p>Our workload during the past seven weeks has been relatively intense, but this week we will reflect over the most important aspects of your learning.</p> <ol style="list-style-type: none"> <li>What are some of the key lessons you've learned about being a manager in the 21st century?</li> <li>Identify two action items you intend to take forward into the workplace.</li> <li>List two or three questions you have about Compensation and business management.</li> </ol> <p><b>Discussion Requirement: (1 hr)</b></p> <p>Initial discussion posts for each week are due by Tuesday and respond to at least ONE other peer responses by Saturday. Make sure you submit your peer responses by Thursday or Friday, so that folks can read and respond in a timely manner.</p> <p><b>MH Connect #4 (4 hrs)</b></p> <p>Please answer the following Chapter 17 questions in MH</p>	<p>Review the following Chapter ppt posted in EAdvance360 <b>(4 hrs)</b></p> <ul style="list-style-type: none"> <li>Government and Legal Issues in Compensation</li> </ul> <p><b>Read/Response Week 8 Discussion (1 hr)</b> Write in a 250 word answer the discussion question in proper APA format. <b>Use only the supplemental videos, slide shows and your book as references.</b></p> <p><b>Read/Response Connect Assignments # 4: 2-3 Hours</b> writing assignment based on MH Connect question. Must be written in APA format.</p> <p><b>Studying and reviewing material: Chapter 17 (2 hrs)</b></p>



	<p>Connect. Make sure you provide a detailed response to the questions.</p> <ol style="list-style-type: none"><li>1. Distinguish between access discrimination and valuation discrimination.</li><li>2. What are the definitions of skill, effort, responsibility, and working conditions according to the Department of Labor? What are the conditions that must be met for an employer to support a claim of unequal work?</li><li>3. Compare and contrast disparate treatment and disparate impact.</li><li>4. What are the four basic steps in establishing a comparable-worth plan?</li><li>5. What are the sources of earnings gaps?</li></ol> <p><b>All course activities are due by 11:59pm EST on Thursday</b></p>	
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Most weeks start on Sunday and end on Saturday. Week 1 will start on Monday at 12:01am and end on Saturday at 11:59pm eastern standard time. *Week 8 will start on Sunday at 12:01 am and end on Friday at 4:00pm eastern standard time. Please have all quizzes, assignments, papers, and discussion posts due by 11:59pm eastern standard time on Thursday of week 8.*

### **Announcements**

I will use E360 to communicate any changes to the course schedule, including delays or cancellations of class sessions, amendments to assignment descriptions or rubrics, and additions or adjustments to weekly readings and course materials. I will also post research materials and further readings for you based on their research proposals and maintain a space for students to ask questions and converse with one another via the discussion board feature of E360.

### **Discussions:**



All discussion must have 1 substantive initial response and 2 substantive peer responses to your classmates. All posts must be in by Saturday 11:59pm. *Note that you are required to post the Initial response by Tuesday and TWO peer responses by Saturday.*

**Quizzes:**

All quizzes are due by Saturday at 11:59 pm EST, except during week 8.

1. There are 7 quizzes given in E360 each week – excluding week 8, which will have the final.
2. Questions are designed to gauge student participation in the course as well as the students' understanding of course content.
3. After the due date, the quiz will disappear from the course. Therefore, students must complete the quizzes by the date assigned.
4. There are NO makeup on quizzes.

**Final Assignment:** (20 points) Assignment is due by 4:00pm EST on Saturday of Week 7

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**Academic Dishonesty:**

From the Beal College catalog: “Beal College does not condone the practice of academic dishonesty. Academic dishonesty includes, but is not limited to, the following: cheating on an examination or a quiz, copying a paper and submitting it as one's own, plagiarism and collusion or aiding in academic dishonesty. Plagiarism includes using the words and thoughts of another author without the author's approval, representing that author's work as one's own, and not crediting the original author. This includes copying from Internet sources.

**Plagiarism:**

Plagiarism is a form of cheating. Any time a student uses someone else’s work and does not give that person credit, it is plagiarism. If you are “suspected” of plagiarism, you will bear the burden of proof. You must be able to present rough drafts or related materials and discuss the topic intelligently.

The instructor will be using a plagiarism detection program. All typed documents must be submitted to the Dropbox in Edvance360 as .docx documents. Please refer to the college catalog for policies on: Academic Integrity, Plagiarism, Student Code of Conduct, Student Grievance Procedure, etc.

**Research Support:**



The Beal College Library maintains resources that students should utilize. The librarian can also help students navigate the **Maine Digital Library** databases that provide access to some of the most recent and important work being published. The librarian can be especially helpful in providing materials to help students identify and cultivate a research topic and conduct a review of pertinent literature on that topic. Please feel free to contact the Beal College Librarian Donna Bancroft at [dbancroft@bealcollege.edu](mailto:dbancroft@bealcollege.edu).

**Student Conduct:**

Please consult the Course Catalog for the “Beal College Code of Conduct.” Standards of decorum that apply to the Beal campus generally also apply to student conduct in this online class. Any contributions to discussion threads or submission of written work will be held to the same standards of decorum and professionalism that are expected in the classroom itself.

Tutors are available for students. Please speak with your Program Director or student services, if you are interested in scheduling a tutorial time.

**Late Assignments:**

Exceptions are determined by the instructor on a case-by-case basis. There will be no opportunities for extra credit. In addition, discussions cannot overlap from one week to the next. This is to ensure that all discussions and submissions take place within the week they are scheduled in order to be of value to the entire class as well as to help you not get behind