

**Syllabus**  
**MGT 460.01 – Compensation Management**  
**Spring 2009**  
**11:30 am – 12:20 pm MWF, BC 103**

**Instructor:** Michael J. Turner  
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**Office:** GU 300N; **Phone:** 646-5612  
**Office Hours:** Monday & Wednesday  
10:00 – 11:15 am & by appointment

**Required Text:**

Compensation, 9<sup>th</sup> Ed., By George T. Milkovich & Jerry M. Newman,  
Publisher: McGraw Hill, 2008. ISBN: 0-07-296941-5

**Course Overview:**

This is a general course in Compensation Management and provides a broad understanding of different components of compensation as well as internal and external factors influencing compensation decision making. We will review research on topics like job-based & person-based structures, pay levels & pay mix, pay-for-performance, external competitiveness among others. We will also enrich class discussion with our own professional experiences and relate it to the topics in the textbook. Another facet of this course is to provide hands on experience on key issues such as doing job analysis, determining performance increases and analyzing the affect of cultural differences on pay. Overall, this course aims to cover breadth of issues as well as reasonable depth on key issues in compensation.

**Course Objectives:**

At the end of the course, you will have:

- Developed a greater understanding of compensation management in an organizational setting.
- Reviewed some of the major findings on different topics in compensation.
- Gained greater understanding of the strategic nature of compensation and how it influences organizational performance.
- Gained greater understanding of cross-cultural differences and their impact on international compensation.
- Acquired relevant knowledge in applying theoretical concepts in an organizational environment.

**Course Policies**

**Electronic Devices:** No electronic devices (cell phones, laptops, MP3 Players, etc.) are permitted to be used during class.

**Attendance:** Attendance is not required for this class. However, regular attendance is encouraged as it will significantly improve your chances for success in the class.

**Cheating and Plagiarism:** Cheating or plagiarism will result in an “F” grade for the course. Additionally, students may be subject to further academic sanctions per the student handbook.

**Withdrawals:** The last day to withdraw with a “W” is Wednesday, October 15. Withdrawals are the sole responsibility of the student.

**Pop Quizzes:** Six unannounced quizzes will be given throughout the semester. Each quiz is worth 10 points, and the lowest quiz score will be dropped from the final grade calculation. In order to take a pop quiz, students must attend the entire class period on the day of the quiz. If a student comes in more than 10 minutes late on the day of a quiz, they may not take the quiz. Students missing a quiz during the semester due to sufficient cause (i.e., illness, university excused absence – see above) must notify the instructors a week in advance (except for abrupt illness in which case the instructors should be notified within 1 day of the quiz time) that they will be absent on the quiz day. The instructor will determine on an individual basis the makeup requirements for quizzes missed due to sufficient cause.

**Exams:** Four exams will be given. The top three scores will be used to calculate final grades. In other words, the final exam is optional.

**Extra Credit/Bonus Points:** These points are not needed to do well in this class. They are being used to encourage specific behaviors, as motivation for those that wish to excel, and as “just in case” points. Earn them now, “just in case” you need them later. Bonus points cannot be made up. If you are not present when they are given (even when you are excused), you forfeit your chance at those bonus points. Bonus points are determined at the instructor’s discretion. Spontaneous bonus point opportunities may be offered during the semester. Only those students present have a chance to earn them. Do not come to me at the end of the semester & ask to do extra credit. Take advantage of the opportunities as they present themselves.

**WebCT:** Please make sure you are properly enrolled at the WebCT homepage <https://salsa.nmsu.edu/>. This is not an online course, but grades and discussion groups will be posted on WebCT.

**Students with Disabilities:** If you have or believe you have a disability and would benefit from any accommodations, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office located in Garcia Annex (phone: 646-6840). If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It is your responsibility to inform either your instructor or SSD representative in a timely manner if services/accommodations provided are not meeting your needs.

If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss any concerns with the instructor and/or Michael Armendariz, SSD Coordinator. Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially

<b>Grades: MGT460.01 SP08</b>				
<u>Assignment</u>	<u>Criteria</u>	<u>Points</u>	<u>Grading Scale</u>	
Pop Quizzes	5 highest scores from 6 quizzes	50	Points	Grade
Exams	3 highest scores from 4 exams	300	450-700	A
Compensation Paper	Due on Presentation date <b>NO credit if Late</b>	75	400-449	B
Compensation Presentation	April 29, and May 1	75	350-399	C
			300-349	D
Extra Credit	As awarded per syllabus		0-299	F
Total		500		
<b>Grades will not be rounded</b>				

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<b>MGT 460 Schedule: Subject to change at instructor's discretion according the needs of the class.</b>			
Week	Date	Topic	Assignments, Readings & Notes
1	1/14	Introduction	
	1/16	Course Overview	
2	1/19	<b>Martin Luther King Holiday</b>	
	1/21	The Pay Model	Read Chapter 1
	1/23	The Pay Model	
3	1/26	Strategic Perspectives	Read Chapter 2
	1/28	Strategic Perspectives	
	1/30	Defining Internal Alignment	Read Chapter 3
4	2/2	Defining Internal Alignment	
	2/4	Job Analysis	Read Chapter 4
	2/6	Job Analysis	
5	2/9	Evaluating Work: Job Evaluation	Read Chapter 5
	2/11	Person-Based Structures	Read Chapter 6
	2/13	Review for Exam 1	
6	2/16	<b>Exam 1</b>	
	2/18	Defining Competitiveness	Read Chapter 7
	2/20	Designing Pay Levels, Mix, and Pay Structures	Read Chapter 8
7	2/23	Pay for Performance: The Evidence	Read Chapter 9
	2/25	Pay for Performance Plans	Read Chapter 10
	2/27	Pay for Performance Plans	
8	3/2	Performance Appraisals	Read Chapter 11
	3/4	Performance Appraisals	
	3/6	Review for Exam 2	
9	3/9	<b>Exam 2</b>	<b>Last Day to Drop with a "W"</b>
	3/11	The Benefits Determination Process	Read Chapter 12
	3/13	The Benefits Determination Process	
10	3/16	Benefit Options	Read Chapter 13
	3/18	Benefit Options	
	3/20	Compensation of Special Groups	Read Chapter 14
11	3/23	<b>Spring Break</b>	
	3/25		
	3/27		
12	3/30	Compensation of Special Groups	Read Chapter 14
	4/1	Union Role in Wage and Salary Administration	Read Chapter 15
	4/3	Union Role in Wage and Salary Administration	
13	4/6	International Pay Systems	Read Chapter 16
	4/8	International Pay Systems	
	4/10	<b>Spring Holiday</b>	
14	4/13	Government and Legal Issues in Compensation	Read Chapter 17
	4/15	Government and Legal Issues in Compensation	
	4/17	Government and Legal Issues in Compensation	<b>Last Day to Withdraw from University</b>
15	4/20	Government and Legal Issues in Compensation	
	4/22	Budgets and Administration	Read Chapter 18
	4/24	Review for Exam 3	
16	4/27	Exam 3	
	4/29	Presentations	Paper Due with Presentation
	5/1	Presentations	Paper Due with Presentation
17	5/4		
	5/6	<b>Final Exam: 10:30 a.m. - 12:30 p.m.</b>	
	5/8		