Syllabus
MGT 460.01 – Compensation Management
Spring 2010

Instructor: Michael J. Turner
Email: Please use Blackboard mail

Office: GU 300; Phone: 646-5612
Office Hours: Monday 11:00 a.m. – 12:30 p.m.
& by appointment

Required Text:
Compensation, 9th Ed., By George T. Milkovich & Jerry M. Newman,

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.
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

Communication with the instructor:
All communication with the instructor should be directed through Blackboard for this course,
including submitting assignments and asking any questions in relation to the course,
assignments, etc.
• Blackboard is available through the following web site: http://learn.nmsu.edu. If you do not
have a password and ID for Blackboard, you will need to create one in the same web site.
• During office hours, I will be in my office. If you need to speak with me, please feel free to call
me at that time. It is unlikely that I will be in my office at other times. If you need to see me
outside of office hours, it is best to make an appointment.
• I will respond to emails Monday-Friday as soon as possible, but at a minimum within 24 hours. I will respond to weekend emails on the following Monday.

**General Course Communication:**
- As Blackboard is our classroom, proper spelling and grammar is expected in all course communication.
- Emails should include a salutation, body, and signature.
- Do not use abbreviations or “text message” style language in this course.
- When posting in the discussion board, make sure that your question is clear. For example, “Can someone help me with problem 6?” is vague. Instead try something like, “In problem number six, I am having trouble understanding the goal of internal alignment. Does it relate only to salaries or should hourly employees be considered as well?”
- Posts may be deleted at the instructor’s discretion.

**Use of Blackboard:**
A Blackboard course is a “virtual environment.” Knowing where to find resources and where and how to submit your work will be essential to achieve your goals in this class.
- Additional help is available at [http://ict.nmsu.edu/~training/new/student.html](http://ict.nmsu.edu/~training/new/student.html)
- It is the responsibility of the student to use the available material to be familiarized with the use of Blackboard.

**Capabilities:** Students are expected to have Internet access, access to Blackboard, and access to MS Word and Excel.

**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. Submitting identical work is considered cheating, and will be treated as such. While students may discuss assignments with each other, all submitted work should be the original work of the respective student.

**Withdrawals:** The last day to withdraw with a “W” is Tuesday, March 9. Withdrawals are the sole responsibility of the student.

**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. You will have two hours to complete each exam.

**Quizzes:** Eleven quizzes will be given. The top ten scores will be used to calculate final grades. You will have one hour to complete each quiz.

**Extra Credit/Bonus Points:** These points are not needed to do well in this class. Bonus points are determined at the instructor’s discretion. Spontaneous bonus point opportunities may be offered during the semester. Do not wait until the end of the semester and ask to do extra credit. Take advantage of the opportunities as they present themselves.

---

**Exams, Quizzes or Assignments will NOT be accepted late.**

**Internet and computer problems are not a viable excuse for missing work.**
Student Responsibilities:
• Because there is no actual class time for this course, it is your responsibility to read all communication (discussion postings and mail). Questions and further instructions may be posted and it would greatly benefit you to read everything that is available.
• It is your responsibility to check the due dates for homework, quizzes, exams, etc. and submit them before the deadline.
• I recommend completing coursework before the day of the deadline. **Internet and computer problems are not a viable excuse for missing work.** However, I will drop your lowest score out of your quiz and exam grades. If you accidentally miss a deadline, have computer problems, or do poorly on one quiz or exam, that score will not affect your final grade.

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.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Criteria</th>
<th>Points</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>10 highest scores from 11 quizzes</td>
<td>100</td>
<td>495-550</td>
</tr>
<tr>
<td>Exams</td>
<td>3 highest scores from 4 exams</td>
<td>300</td>
<td>440-494</td>
</tr>
<tr>
<td>Compensation Paper</td>
<td>Details to be announced</td>
<td>75</td>
<td>385-439</td>
</tr>
<tr>
<td>Compensation Project</td>
<td>Details to be announced</td>
<td>75</td>
<td>330-386</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>As awarded per syllabus</td>
<td></td>
<td>0-329</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>550</td>
<td></td>
</tr>
</tbody>
</table>

Grades will not be rounded

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.