Business Administration

Course Number:	**BUAD 376**
Course Title:	**COMPENSATION AND BENEFITS**
Credits:	3
Calendar Description:	This course provides an in-depth study of compensation and benefits. Legislation, union and non-union environments, direct and indirect compensation systems, and current topics are included.
Semester and Year:	**Fall 2018**
Prerequisite(s):	BUAD 269 and third year standing
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Required – BBA, Human Resources Management Specialty area
Substitutable Courses:	No
Transfer Credit:	
Special Notes:	Students who have received credit for BUAD 245 cannot take BUAD 376 for further credit.
Development Date:	November 2012
Revision Date:	December 2014
Chair's Approval:	

Professors

Name	Phone number	Office	Email
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Learning Outcomes

Upon completion of this course, students will be able to

- describe the purpose and role of reward and compensation systems.
- identify problems caused by an ineffective compensation system.
- discover how structural and strategic variables are related to compensation.
- identify a compensation strategy that best fits a given organization.
- design effective performance pay plans and benefit systems.
- use market data to calibrate a compensation structure.
- design effective processes for compensation system implementation & evaluation.

Course Objectives

This course will cover the following:

This course integrates an online simulation as a major team project. The simulation provides students with an opportunity to enrich their understanding of the compensation process by applying course concepts to a simulated organization. Using the simulation, students will design a compensation system from beginning (assessing organizational strategy) to end (describing the implementation and evaluation of the system).

See the Course Schedule for weekly details regarding content and deliverables.

Required Texts/Resources

Strategic Compensation in Canada, Long, R.J. 6th ed., Toronto: Nelson Education Ltd., 2014.
Strategic Compensation: A Simulation. *Access card & code bundled with textbook*.

Evaluation

Team Simulation Project* (Phase I, II & III – 15% each)	45%
Chapter Quizzes (Individual)	5%
Class Participation (Individual)	10%
Final Exam**	40%
Total	**100%**

* To pass this course, students must earn a passing grade on their individual contribution to the team project (the simulation).
** To pass this course, students must pass the final exam.

Notes

Access to the Simulation is mandatory. All students must purchase a Simulation access code, either bundled with the textbook (available in the campus bookstore), or separately online.

Class Participation marks will be determined based on a combination of attendance, active involvement in class discussions, and completion of in-class exercises.

Late submission of deliverables will be subject to penalties, as determined by the professor.

Course Schedule

Date		Topic	Textbook
Week	Date	Thursday, September 4 - Orientation Wednesday, September 5 - Classes Start Monday, October 8 – Thanksgiving Day (no classes) Monday, November 12 – Remembrance Day (no classes) Thursday, December 6 - Last Day of Regular Classes	
1	Sept 5	A Road Map to Effective Compensation	Ch 1
2	Sept 10 Sept 12	A Strategic Framework for Compensation A Behavioural Framework for Compensation **Team List Due**	Ch 2 Ch 3
3	Sept 17 Sept 19	Components of Compensation Strategy Performance Pay Choices *Simulation Phase I – Briefing* *"Formulating the Compensation Strategy"* **Team Peer Rating Form Due**	Ch 4 Ch 5 Simulation
4	Sept 24 Sept 26	Formulating the Reward and Compensation Strategy Evaluating Jobs: The Point Method of Job Evaluation	Ch 6 Ch 8
5	Oct 1 Oct 3	Phase I – simulation workshop **Simulation Phase I** Report Presentation & Submission	Simulation
6	~~Oct 8~~ , 10	**Simulation Phase I** Report Presentation & Submission	Simulation
7	Oct 15 Oct 17	Evaluating the Market *Simulation Phase II – Briefing* *"Aligning the Compensation System with the Market"*	Ch 9 Simulation
8	Oct 22 Oct 24	Evaluating Individuals Designing Performance Pay Plans	Ch 10 Ch 11
9	Oct 29 Oct 31	Designing Performance Pay Plans (cont.) Phase II – simulation workshop	Ch 11 Simulation
10	Nov 5, 7	**Simulation Phase II** Report Presentation & Submission	Simulation
11	~~Nov 12~~ Nov 14	*Simulation Phase III – Briefing* Designing Indirect Pay Plans	Simulation Ch 12
12	Nov 19 Nov 21	Activating/Maintaining an Effective Compensation System Phase III – simulation workshop	Ch 13
13	Nov 26, 28	**Simulation Phase III** Report Presentation & Submission	Simulation
14	Dec 3, 5	Summary and Exam Review	
Dec 8-19		Final Exam Period	

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student "conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC", as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?

"Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination."

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

What is Plagiarism?

Plagiarism is defined as "the presentation of another person's work or ideas without proper or complete acknowledgement." It is the serious academic offence of reproducing someone else's work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

"Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own." Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

"Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit."

What are the Students' Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format www.okanagan.bc.ca. Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors' name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

"Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication "*Plagiarism Avoided; Taking Responsibility for your Work".* This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6th edition (2009). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.