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COURSE DESCRIPTION

This course provides the student with an understanding of the objectives of a compensation program; the process and techniques of wage and salary determination; issues and problems in incentive systems; benefits and services, and the management of these programs. The course will allow students to think critically about how human resource professionals can best deploy compensation, benefits, and rewards to support organizational competitive advantage.

ORGANIZATION OF THE COURSE

Please note that this is an online course and there will be no in-person interactions or activities on campus. The entire course, including the lecture (pre-recorded audios), participation/discussion and exams will take place on the course's Moodle. You can learn the course material at your own pace, following the schedule of readings and activities.

Technical Requirement To Taking The Course
Here are some useful links for student computing information, resources and help:

Student Guide to Moodle
Computing for Students Website
Student Guide to eLearning at York University

Required Texts/Materials
Long, Richard J., and Singh, Parbudyal (2018). *Strategic Compensation in Canada* (6th Edition), Toronto: Nelson.

Session-wise lecture audios of text chapters will be hosted on MOODLE according to the Course Learning Schedule furnished in the next page.
https://moodle.yorku.ca

Learning Schedule

Week/Meeting	Weekly Learning
Week 1: Week ends Sept 11	Chapter 1: A Roadmap to Effective Compensation
Week 2: Week ends Sept 18	Chapter 2: Strategic Framework for Compensation
Week 3: Week ends Sept 25	Chapter 3: A Behavioural Framework for Compensation
Week 4: Week ends Oct 02	Chapter 4: Components of a Compensation Strategy
Week 5: Week ends Oct 09	Chapter 5: Performance Pay Choices
Week ends Oct 16: Reading Week	**No Class**
Week 6: Week ends Oct 23	Chapter 6: Formulating the Reward and Compensation Strategy Mid-Term Exam Review (As announcement)
Mid-term Exam **Oct 30- 11:30am- 2:30pm**	**Chapter 1-Chapter 6**
Week 7: Week ends Nov 06	Chapter 7: The Job Evaluation Process
Week 8: Week ends Nov 13	Chapter 8: The Point Method of Job Evaluation
Week 9: Week ends Nov 20	Chapters 9 &10: Evaluating the Market and Individuals
Week 10: Week ends Nov 27	Chapter 11 &12: Designing Performance Pay and Indirect Pay Plans
Week 11: Week ends Dec 03	Chapter 13: Activating and Maintaining an Effective Compensation System. Final Exam Review
Final Exam (35 Marks)	**Official Exam Period (Dec 09- Dec 23)**

Lecture Audios: Pre-recorded lectures audios (in multiple short modules) to be posted in the Moodle. It is expected that students listen to the lecture audios in their own time and consult textbook. It is highly advised to study text book chapters for comprehensive understanding of the taught materials.

WEIGHTING OF COURSE EVALUATION

Mid-term Exam: 35% (Oct 30, 11:30am-2:30pm)

Final Exam: 35% (Official exam period: Dec 09-Dec23)

Participation: 30% (Through Moodle Discussion Forum)

All final grades will be reviewed by the School of Human Resource Management and the School reserves the right to modify them in order to maintain high standards.

Mid-Term Examination (35%): The mid-term examination will cover chapter-1 to chapter 6. The exam will be conducted online using Moodle on October 30 from 11:30am- 2:30pm. The format and guidelines to be announced well before the mid-term. The exam format will most likely be a combination of multiple choice and short case/applied type questions. There will be no make-up mid-term exam. Students are advised to make themselves available for the mid-term.

Final Examination (35%): Similar to mid-term the final exam will be conducted online using Moodle, which will be held during official final exam period of York University. The final examination will cover chapter-7 to chapter-13. The exam format will most likely be a combination of multiple choice and short case/applied type questions. The format and guidelines to be announced well before the final exam.

Participation (30%): This will be one of the key evaluation component of the course. Students are expected to actively participate through Moodle Discussion Forum every week based on the weeks learning. This forum helps students to reflect on their weekly learning, share thoughts and even comment on other fellow students' thoughts based on chapter related question posted by the Instructor. This is how it will work:

1. At the beginning of each weekly session, the Instructor will upload weekly lecture in Moodle, and post a discussion question (related to the session chapter) in Moodle Discussion Forum. After listening to the recorded lecture and studying the chapter, students are expected to respond to the question/topic. Students can also respond to another student's post (not mandatory though). The Instructor will also jump in to comment time to time.

2. Students need to post their response latest by Sunday of each week. For example, for Class of week ending Friday Sept 11, you need to post your response by Sunday Sept 13, 12-mid-night and so on. After 12 each Sunday mid-night the discussion forum for that week will be closed. You can not go back to the previous weeks' discussion forum and you will miss the participation for that week if you are not punctual.

3. Please note, in week 9 and week 10 (see learning schedule of course outline) we will cover two chapters and thus will have two forum discussions in each of these two weeks.

4. Students will be graded based on the total <u>number of weekly posts</u> and <u>quality/merit</u> of their the forum posts. Students are advised to keep their posts brief/ to the point. 2/3 short paragraphs is expected in each responses.

ADDITIONAL REQUIREMENTS/PREREQUISITES

AK/ADMS 3480 3.0 or AK/ADMS 2600 3.0.

Students are responsible to ensure that they have the prerequisites as stated in the course outline. Students who do not have the prerequisites are at risk of being dropped from the course at any time during the term. The School of Human Resource Management will not be responsible for refunds resulting from students being dropped from a course due to a lack of appropriate prerequisites. Questions about enrollment and all matters pertaining to course registration should be directed to the School of Human Resource Management.

COURSE LEARNING OBJECTIVES

Upon successful completion of this course the student will be able to:

1. Understand the purpose and importance of an organization's compensation systems.
2. Identify and describe steps in creating an effective compensation system.
3. Assess the ways in which behaviours and attitudes can be managed within a compensation framework.
4. Understand and critically evaluate specific compensation systems, such as job evaluations, pay-for-performance (e.g., profit-sharing, stock options, employee benefits, etc.) and employee benefits.
5. Ensure that the design and application of compensation processes comply with appropriate legislation, i.e., Employment Standards, Pay Equity, Human Rights.
6. Analyze, interpret, and apply compensation data collected from various labour markets.
7. Evaluate the strengths and weaknesses of various employee appraisal methods.
8. Demonstrate an understanding of various performance and indirect pay plans, and assess appropriate conditions for their use.
9. Understand the context for compensation systems to be effective.
10. Identify the key steps to successfully implementing and running an effective compensation system.

ACADEMIC HONESTY AND INTEGRITY

In this course, we strive to maintain academic integrity to the highest extent possible. Please familiarize yourself with the meaning of academic integrity by completing SPARK's Academic Integrity module at the beginning of the course. Breaches of academic integrity range from cheating to plagiarism (i.e., the improper crediting of another's work, the representation of another's ideas as your own, etc.). All instances of academic dishonesty in this course will be reported to the appropriate university authorities, and can be punishable according to the Senate Policy on Academic Honesty.

TURNITIN

To promote academic integrity in this course, students will be normally required to submit their written assignments to Turnitin (via the course Moodle) for a review of textual similarity and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website.

All students are expected to familiarize themselves with the following information:
- Student Rights & Responsibilities
- Academic Accommodation for Students with Disabilities