

Valencia College
MNA 2325 Compensation and Benefits
Course Syllabus—Summer 2020
202030-MNA-2325-32166

Course Description:

This course discusses various compensation and benefits plans, legal issues, and the administration of compensation and benefits plans. Emphasis is on providing a basic understanding of the business concepts utilized in the compensation and benefits area.

Required Textbook:

Strategic Compensation: A Human Resource Management Approach. **Ninth (9th) Edition.**
Author: Martocchio, Joseph J. Pearson.
ISBN: -13: 978-0-13-432054-0

Course & Instructor Information:

MNA 2325 Compensation and Benefits Systems CRN32166

Section WC Credit hours: 3

Time: N/A Location: Online through Canvas

Course Prerequisites: MAN 2300

Professor: Erin Tuttle

Email: etuttle2@valenciacollege.edu

Phone: (407) 312-3746

Available for student consultation by appointment.

Course Objective:

The goal of this course is to provide students with a theoretical framework to examine and form a knowledge base of understanding pertaining to HR policies and procedures.

We will examine current issues and challenges within HR management with an emphasis on:

- Compensation and benefits administration
- Relevant laws that govern policies and procedures within HR
- Employee relations
- Talent acquisition, Training and Development
- Employee Attrition
- Performance Management

Expected Student Conduct:

Valencia College is dedicated not only to the advancement of knowledge and learning, but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility of becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom of Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia.

Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions.

You will find the Student Code of Conduct in the current [Valencia Student Handbook](#).

College Policies:

A full description of all College policies can be found in the [College Catalog](#), the [Policy Manual](#), and the [Student Handbook](#).

Valencia Student Core Competencies:

This course seeks to reinforce the following Valencia Student Competencies:

- **Think** clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating symbolic works and truth claims.
- Reflect on your own and others' **values** from individual, cultural and global
- **Communicate** by reading, listening, writing and speaking
- **Act** purposefully, reflectively and responsibly by implementing effective problem solving and decision-making strategies.

No-Show Policy:

Class attendance is required beginning with the first-class meeting. **If you do not attend the first class meeting, you may be withdrawn from the class as a "no show."**

Students who are not actively participating in an online class and/or do not submit the first assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show".

If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course. In accordance you must log into Canvas and complete the Week 1 assignments.

You may view the full [Class Attendance Policy](#) for more detailed information.

Withdrawal Policy:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline, **June 26, 2020** will receive a grade of "W".

A student is not permitted to withdraw after the withdrawal deadline. **However, a faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy.** A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy, visit the [Policies](#) page.

NOTE: Before choosing to withdraw, students should speak first with your professor regarding your progress in the course and with an Academic Advisor to discuss the impact of the W on your academic progress, future fees, and financial aid.

Course Requirements & Policies

Canvas Access:

Access to internet is required for Canvas. Students are required to check Canvas weekly and responsible for all information posted by professor on Canvas. **Note: DO NOT** rely solely on syllabus additional information will be provided on Canvas through announcements tab.

Attendance:

Regularity in participation is vital to academic success. Online weekly student participation is expected of all online students. Weekly online attendance will be documented via students' participation in weekly posted assignments in Canvas. Students who do not maintain regular attendance may be withdrawn by the professor. Missing the equivalent of 3 assignments for any reason, other than absences excused in accordance with Valencia's policies, is excessive and a basis for withdrawal.

Readings and Assignments:

This syllabus covers required readings and assignments for the course. All additional readings will be provided in Canvas Assignments will consist of discussion post responses and written assignments. **NO LATE SUBMISSIONS** will be accepted without prior approval.

Discussion Posts:

You will need to create a new thread relating to initial topic posted and reply to a **minimum of two** of your fellow learner's posts for each discussion assignment. This exercise will provide you with the opportunity to engage with your classmates and share ideas and thoughts. Your initial discussion post and responses should be thorough and complete with supporting information, and/or examples and detailed explanations. Responses of "Yes" or "No" will not be accepted without thorough explanation and will result in reduced points for the assignment. Your answers should be concise and to the point based on assigned reading.

Your **initial discussion post** is due by WEDNESDAYS at 11:59PM, so your classmates have time to reply to your post. Your **two reply posts** are due by SUNDAYS at 11:59PM.

Exams and Quizzes:

All quizzes and exams will be given online (in Canvas) and will consist of one or a combination of multiple choice, fill in the blank and scenario based essay questions. All tested material will be taken from assigned readings and assignments.

Final Project:

The final project "Create Your Company". Throughout the semester, various pieces of the project will be provided. The final project will be submitted in canvas.

Grading Criteria:

There is a total of 545 points that can be earned for this course. Grading will be based on demonstrated understanding and application of the concepts and processes studied in the course. The point breakdown is as follows:

Assignments:	125 points (5 assignments, 25 points each)
Discussion Posts:	100 points (5 posts, 20 points each)
Quiz 1 (Chapters 1, 2 and 6):	40 Points
Quiz 2 (Chapters 7, 9, 10 and 12):	40 Points
Section 1-2 Draft:	25 points
Section 3-4 Draft:	25 points
Final Project: Create Your Own Business:	100 points
Final Exam:	90 points
Total Points:	545 points

Grading System:

Final grades will be based on total number of points received in class. **There will be no extra credit assignments given in this class.**

A = 90-100%	491-545
B = 80-89%	436-490
C = 70-79 %	382-435
D = 60-69%	327-381
F = 59% and below	326 and lower

Make-Up Policy:

All assigned work must be completed and handed in by the due date. Assignments are always welcomed early. All exams must be taken on or before assigned due dates. No make-up tests are available without explicit consent of instructor, which will only be granted in case of documented extreme emergency. The Celebration of Knowledge final exam must be submitted by the date published for final exams.

Academic Honesty:

Students will be expected to adhere to the Valencia College Student LifeMap Handbook (p. 225) as it references Valencia College's Policy 6HX28:08-11. Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

Student Code of Conduct:

Students will be expected to adhere to the Valencia College Student LifeMap Handbook (p. 229-230) as it references Valencia College's Policy 6HX28:08-03.

Students with Disabilities:

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The **West Campus Office** is located in the Student Services Building.

Valencia I.D. Cards:

Valencia ID cards are required for Library and Testing Center. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

Computer/Equipment Use Policy:

Use of the computers in the Business, IT, and Public Services classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the classroom materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

- Use of computer to send e-mail or access Internet sites not specifically assigned to the class
- Use of computer for job, internship, homework or other activities not assigned to the class
- Modifying any hardware or software system configuration or setting
- Activities not in accordance with the Valencia Student Code of Conduct

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as above. Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offenses may be sent to campus administration for further disciplinary action.

Student Assistance Program:

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, eating disorders, gender issues as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470 to speak to a professional counselor or use the following link: <http://catalog.valenciacollege.edu/student-services/ycare-student-assistance-services>. Free face-to-face counseling is also available.

Online Program Integrity:

In order to comply with regulations from the Department of Education dealing with program integrity, online attendance must be documented. Therefore, you must log into Canvas and complete the **Week 1 assignments**, the first week of class by Sunday at **11:59 PM**, or students will be considered a **“no-show”**.

You will be responsible for an assignment submission and/or associated discussion post and responses each week. Discussion responses to your peers should be courteous in nature and offer constructive feedback. No late assignments will be accepted without consent of the professor, which will only be granted in case of documented reason received and approved by professor in accordance with college policy. Late submissions will automatically result in a grade of zero “0” unless alternate arrangements have been made, in advance.

Note: This syllabus may be amended or modified in any way upon notice; changes would most likely affect the class schedule, so be sure to check Canvas announcements regularly. Any changes will be intended to benefit the student and will not significantly add to the rigor of the course. Feel free in emailing directly with any questions.

CLASS SCHEDULE
Summer 2020

WEEK BEGINNING (MONDAY)	ASSIGNMENT	DUE DATE	POINTS
Week 1 May 4	Read: Chapter 1 Strategic Compensation and Syllabus Complete: Introduction Assignment Chapter 1 Assignment: Discussion Questions	SUNDAY, 11:59PM	25 Points
Week 2 May 11	Read: Chapter 2 Contextual Influences on Compensation Practice Complete: Chapter 2 Assignment: Discussion Questions Create Your Company: Sections 1&2 (Draft)	SUNDAY, 11:59PM	25 Points 25 Points
Week 3 May 18	Read: Chapter 6 Building Internally Consistent Compensation Systems Complete: Chapter 6 Assignment: Discussion Questions Discussion Post: Chapter 6	SUNDAY, 11:59PM WEDNESDAY, 11:59PM	25 Points 20 Points
Week 4 May 25	Quiz 1: Chapters 1, 2 and 6 (30 questions)	SUNDAY, 11:59PM	40 Points

<p>Week 5 June 1</p>	<p>Read: Chapter 5 Person-Focused Pay</p> <p>Complete: Chapter 5 Assignment: Discussion Questions</p> <p>Create Your Company: Sections 3&4 (Draft)</p>	<p>SUNDAY, 11:59PM</p>	<p>25 Points</p> <p>25 Points</p>
<p>Week 6 June 8</p>	<p>Read Chapter 7 Building Market-Competitive Compensation Systems</p> <p>Complete: Discussion Post: Chapter 7</p>	<p>WEDNESDAY, 11:59PM</p> <p>SUNDAY, 11:59PM</p>	<p>20 Points</p>
<p>Week 7 June 15</p>	<p>Read: Chapter 9 Discretionary Benefits</p> <p>Complete: Chapter 9 Assignment: Discussion Questions</p>	<p>SUNDAY, 11:59PM</p>	<p>25 Points</p>
<p>Week 8 June 22</p>	<p>Read: Chapter 10 Legally Required Benefits</p> <p>Complete: Discussion Post: Chapter 10</p>	<p>WEDNESDAY, 11:59PM</p> <p>SUNDAY, 11:59PM</p>	<p>20 Points</p>
<p>Week 9 June 29</p>	<p>Read: Chapter 12 Compensating the Flexible Work Force</p> <p>Complete: Discussion Post: Chapter 12</p>	<p>WEDNESDAY, 11:59PM</p> <p>SUNDAY, 11:59PM</p>	<p>20 Points</p>
<p>Week 10 July 6</p>	<p>Quiz 2: Chapters 7, 9, 10,12 (20 questions)</p>	<p>SUNDAY, 11:59PM</p>	<p>40 Points</p>

Week 11 July 13	Read: Chapter 15 Challenges Facing Compensation Professionals Complete: Discussion Post: Chapter 15	WEDNESDAY, 11:59PM SUNDAY, 11:59PM	20 Points
Week 12 July 20	<p style="text-align: center;">FINAL EXAM</p> <p style="text-align: center;">Chapters 1, 2, 5, 6, 7, 9, 10, 12 and 15 (45 questions)</p> <p style="text-align: center;">FINAL PROJECT</p> <p style="text-align: center;">Create Your Company Paper</p> <p style="text-align: center;">Due date is FRIDAY, July 24 (NOT SUNDAY!)</p>	<p style="text-align: center;">FRIDAY, 11:59PM</p> <p style="text-align: center;">FRIDAY, 11:59PM</p>	<p style="text-align: center;">90 Points</p> <p style="text-align: center;">100 Points</p>

NOTE: The final examination must be taken on the date published for final examination, if not this will result in a grade of “0” averaged into the course grade for the semester. This date can also be found in the schedule above.

ADDITIONAL STUDENT RESOURCES:

- The [Virtual Answer Center](https://valenciacollege.edu/students/answer-center) provides students with expanded access to the Student Affairs team. Virtual Answer Center is open from 7 a.m. – 10 p.m. Monday – Friday and 10 a.m. – 10 p.m. Saturday – Sunday. If you have questions about your courses, please visit the Virtual Answer Center at <https://valenciacollege.edu/students/answer-center>
- [Student Services Available During Campus Closure](#)
- **Laptops**

Valencia College’s Office of Information Technology (OIT) has acquired 1,000 new laptops to loan to students through Friday, July 31 who are registered for the summer semester and have expressed technology needs.

The brand-new, in-the-box, Acer Travelmate Celeron 1.1 GHz Windows 10 computers with 4GB RAM will be offered on a first-come, first-served basis. To apply, students may visit <https://valenciacollege.edu/laptop> (webpage only accessible to enrolled students) or call Enrollment Services at 407-299-5000, extension 1507. Once the application is received and the student’s eligibility is confirmed, the laptop will be mailed, unless the student indicates alternative delivery is necessary. Students can expect to receive their laptops in five to seven business days after shipping.

It’s recommended that students who receive a laptop save their files to a USB Drive, One Drive or other storage method. If a laptop is damaged or not returned by July 31, a hold will be placed on the student’s

account for the replacement value of approximately \$225. Please note that OIT will not provide technical support.

- [Online tutoring hub](#) to support student learning
- [Monitoring the Coronavirus \(COVID-19\) Student FAQs](#)
- [Community Resources to Help Students and Employees](#)
- **Optum Employee Assistance Program (EAP) offers a public toll-free help line number**

Optum's public toll-free help line number, 866-342-6892, will be open 24 hours a day, seven days a week for as long as necessary. This service is free of charge and open to anyone. Specially trained Optum mental health specialists help people manage their stress and anxiety so they can continue to address their everyday needs. Callers may also receive referrals to community resources to help them with specific concerns, including financial and legal matters.