

COURSE APPROVAL DOCUMENT
Southeast Missouri State University

Department: Management
Title of Course: Compensating Talent

Course No. MG436
Date: November 3, 2018
Please check: New
Revision

I. Course Description

The management of employee talent is essential to any business operation, and does not reside solely on the shoulders of the "Human Resources Department." All levels of leadership in an organization must be active in the management and development of talent in order to create and sustain competitive advantage. However, the HR Manager is the driving force in ensuring that management practices comply with legal guidelines and organizational strategy. This requires specialty education on the part of the HR Manager in functional areas of HR, such as compensation, benefits, recruitment, retention, legal compliance, performance management and strategic human resources. Moving beyond the "macro-level" examination of human resources provided in MG 356, this course focuses on the specific HR functions of compensating talent, including pay, benefits, and retention of employees.

II. Catalog Description (Credit Hours of Course):

Covers the human resource activities of paying, providing benefits for, and retaining talent. Emphasis is on practice, applications, and exercises.

III. Co- or Prerequisite(s):

MG 356 with a minimum grade of "C"

IV. Purposes or Objectives of the Course (optional):

- a. Develop an understanding of how compensating talent allows organizations to maximize the effectiveness of its employees' human capital (Complies with HCB BSBA Assurance of Learning Goal #4 – Demonstrated knowledge of the fundamentals of business disciplines).
- b. Develop an understanding of how compensating talent integrates with other functional areas of the organization, and are critical to its overall success (Complies with HCB BSBA Assurance of Learning Goal #5 – Demonstrated critical thinking skills involving business and ethics).
- c. Understand important aspects of acquiring information and presenting it in oral and written formats (Complies with HCB BSBA Assurance of Learning Goal #1 –Proficiency in effective communication and teamwork).

V. Student Learning Outcomes (Minimum of 3):

Upon completion of this course the students will be able to:

- a. Demonstrate how compensating talent allows for the maximization of human resources in organizations.
- b. Demonstrate the importance of compensating talent to other functional areas of the organization.
- c. Identify current trends and future challenges in compensating talent.

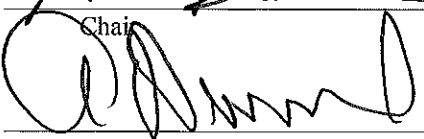
VI. Course Content or Outline (Indicate number of class hours per unit or section):

- a. Current Status of HR (3 hours)
- b. Strategic and Legal Considerations in Compensating Talent (6 hours)
- c. Compensation Strategies (12 hours)
- d. Benefit Plans (12 hours)
- e. Retaining Employees (6 hours)
- f. HR Metrics (6 hours)

Please Attach copy of class syllabus and schedule as an example

Signature:  _____
Chair

Date: 11/9/18

Signature:  _____
Dean

Date: 11/9/18

Instructor: Heather S. McMillan, PhD, PHR, SHRM-CP
Office Phone: 573-651-2317 Office: DH 275
Office Hours: Wednesdays, 9:30 – 11 am and 1 – 2:30 pm
By appointment
Website: [Southeast's Moodle](#)
E-mail: hcmcmillan@semo.edu Skype: heathersmcmillan

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VII. Required Course Text

- a. No required text. This course utilizes OER.

VIII. Grading Scale

- a. Exams – 30% of grade (2 exams total with the opportunity to replace a grade with an optional, comprehensive final exam). Exams will be given online.
- b. In Class Activities – 55% of grade
- c. Weekly Forum Debriefs – 15% of grade (14 discussions total)

Undergraduate Grading Scale

90 – 100% = A
80 – 89.99% = B
70 – 79.99% = C
60 – 69.99% = D
<60% = F

- IX. Course Content (exact schedule TBD)
 - a. Current Status of HR (3 hours)
 - b. Strategic and Legal Considerations in Compensating Talent (6 hours)
 - c. Compensation Strategies (12 hours)
 - d. Benefit Plans (12 hours)
 - e. Retaining Employees (6 hours)
 - f. HR Metrics (6 hours)

X. General Expectations and Policies

Every student at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful and to respect the rights of others, as well as to respect private and public property. In their academic activities, students are expected to maintain high standards of honesty and integrity and abide by the University's Policy on Academic Honesty. Alleged violations of the Code of Student Conduct are adjudicated in accordance with the established procedures of the judicial system.

a. Course Communication

1. The website is your first destination for course information, updates and changes for class times or assignments. As each of you has access to this site, I consider this a reliable way to contact you, and will therefore hold you responsible for any information announcements posted.
2. I welcome your questions, but you need to look for the answer yourself first. Chances are, the answer you seek is in the syllabus, this handbook, or the course announcements. If you still can't find it, or don't understand it, then let the questions fly!
3. The course hallway in the general course information section is an excellent area to post general questions about the class. Using this forum allows all of your classmates to benefit from your inquiry.
4. When sending me emails, please put your course number in the subject line. If you have not received a response within one (1) business day, please email me again, otherwise, please wait for a response. I will use your SE e-mail address when e-mailing you, so be sure to check this account often.

b. Attendance

1. From the Undergraduate/Graduate Bulletins: "Students are expected to attend all classes and to complete all assignments for courses in which they are enrolled. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a university-sanctioned activity, the instructor will provide an opportunity for assignment make-up. However, it is the instructor's decision to provide, or not to provide, make-up work related to absences for any other reason. A student not present for class during the entire initial week of a scheduled course may be removed from the course roster unless the student notifies the instructor by the end of the first week of an intention to attend the class. Questions regarding the removal process should be directed to the Registrar."
2. While the attendance policy verbatim is not applicable in an online environment, its general guidelines still apply. I expect you to be an active participant in the class, through completion of assignments, discussions and reading quizzes. Your grade will reflect your effort.
3. Late discussion posts and assignments will not be accepted except in cases of emergency or approved university absence.

c. Academic Honesty

1. You are responsible for being familiar with the university standard for academic honesty and plagiarism. In order to deter and detect plagiarism, online tools and other resources are used in this class.
2. From the Undergraduate/Graduate Bulletins: "Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Knowingly or actively assisting any person in the commission of an above-mentioned act is also academic dishonesty." Students are responsible for upholding the principles of academic honesty in accordance with the "University Statement of Student Rights" found in the STUDENT HANDBOOK. The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work. An exception would be group projects assigned by the instructor. In this situation, the work must be that of the group. Academic dishonesty includes:
 1. **Plagiarism.** In speaking or writing, plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult the instructor or the APA (American Psychological Association) Publication Manual. Violations of academic honesty include:
 - a. Presenting the exact words of a source without quotation marks;

- b. Using another student's computer source code or algorithm or copying a laboratory report; or
 - c. Presenting information, judgments, ideas, or facts summarized from a source without giving credit.
- 2. **Cheating.** Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:
 - a. Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination.
 - b. Copies another student's work or intentionally allows others to copy assignments, examinations, source codes or designs;
 - c. Works in a group when she/he has been told to work individually;
 - d. Uses unauthorized reference material during an examination; or
 - e. Have someone else take an examination or takes the examination for another.
- 3. Any submitted assignment may be analyzed utilizing Turnitin.com with ultimate determination of plagiarism residing with instructor.
- 4. Any student caught cheating will automatically receive an F for the assignment and may be referred for Judicial Action as defined in the Undergraduate/Graduate Bulletins.
- d. **Civility and Harassment**
 - 1. While I encourage each student to express his/her individual beliefs on the topic being discussed, an environment must be maintained that promotes mutual respect between students and instructor. To that end, any student displaying inappropriate behavior will be removed from the class and may be reported to Judicial Affairs. Inappropriate behavior includes, but is not limited to, the following:
 - 1. Unsuitable, threatening, abusive or vulgar language;
 - 2. Willful disregard of instructor requests; or
 - 3. Written or verbal threats or intimidation.
- e. **Disability Services**
 - 1. Southeast Missouri State University and Learning Assistance Programs & Disability Support Services remain committed to making every possible educational accommodation for students with disabilities. Many services and accommodations, which aid a student's educational experience, are available for students with various types of disabilities.
 - 2. Any student who believes that they may need an academic accommodation based on the impact of a disability should contact the instructor to arrange an appointment to discuss their individual needs. Instructors rely on Disability Support Services for assistance in verifying the need for academic accommodations and developing accommodation strategies. Students that have not already registered with Disability Support Services as a student with a disability will be encouraged to do so. For the guidelines on how to register as a student with a disability, please go visit Disability Services at: <http://www6.semo.edu/lapdss/disability/How%20to%20Register.htm>
- f. **Privacy Information**
 - 1. The privacy policy for various software used in my courses can be found below:
 - 1. [YouTube](#)

Questions, comments or requests regarding this course or program should be brought to me. Unanswered questions or unresolved issues involving this class may be taken to Dr. Kevin Dickson, Chair of the Management Department, 573-986-6023.

I reserve the right to modify the course syllabus, handbook or schedule at my discretion. Notice through standard communication channels will be given in the event of a change. No changes will be made that penalize assignments already completed.