

The University of North Carolina at Greensboro
Bryan School of Business and Economics
Department of Business Administration
Spring 2017

COURSE NUMBER: MGT 315.01

COURSE TITLE: Selection and Compensation

CREDITS: 3

PREREQUISITES/COREQUISITES: Major in ACCT, BADM, CARS, ENTR, FINC, INTB, ISOM, MKTG, or STHP

FOR WHOM Planned: Undergraduate students in the Management, Human Resources, or Business Administration degree programs

INDTRUCTOR INFORMATION:

Instructor: Willie M. Wooldridge

E-mail: wmwooldr@uncg.edu

Office number: (919)556-1037

Text: Staffing, Selection, and Compensation, Custom text compiled by Willie Wooldridge 2015, Published by McGraw Hill
eBook ISBN: 9781308713021
Print Version ISBN: 9781308713038

Prerequisite: Admission to approved business program

BULLETIN DESCRIPTION:

Selection theory and the uses of assessment devices. Principles of compensation and job evaluation. Market surveys and their effects on pay structure.

STUDENT LEARNING OUTCOMES:

At the completion of this course, you should be able to demonstrate the following:

- Explain the relationship between selection and compensation
- Analyze, define and articulate current selection and compensation issues within an organization
- Provide insight and suggestions on how to improve selection and compensation processes within an organization.
- Conduct a job or work analysis
- Design and establish a recruiting and selection program

- With the assistance of compensation professionals design and establish appropriate compensation programs
- Benchmark compensation status within the community and labor markets applicable to an organization.

TEACHING METHODS AND ASSIGNMENTS FOR ACHIEVING LEARNING OUTCOMES:

This is an on-line course and students will be required to read assigned materials each week. In addition, students must enter into a discussion forum multiple times each week and participate in an on-line discussion of course material and current events. Exams will consist of periodic quizzes and section exams. Exams and quizzes may include multiple choice, essay and True/False questions. The instructor will interact with students via the exams and the on-line discussion forum each week. In addition the instructor will interact with students individually when necessary to assist the student with problems or special circumstances.

EVALUATIONS AND GRADING:

The final grade for the course will be based on the following assignments:

Participation and Discussion	25%
Exams	25%
Quizzes	50%

Grading Scale:

A+	98-100%
A	94-97%
A-	90-93%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	59% and below

REQUIRED TEXTS/READINGS/REFERENCES:

Text: TBD

TOPICAL OUTLINE/CALENDAR:

Week 1	Introduction
Week 2	Staffing Models and Staffing
Week 3	Planning
Week 4	External Recruitment
Week 5	External Selection
Week 6	External Selection
Week 7	Internal Selection
Week 8	The Pay Model
Week 9	Compensation Strategy
Week 10	Job Analysis
Week 11	Job Evaluation
Week 12	Defining Competitiveness
Week 13	Designing Pay Levels
Week 14	Pay for Performance
Week 15	Compensation of Special Groups

ACADEMIC INTEGRITY POLICY:

Each student is required is required to sign the Academic Integrity Policy. You can review that police at <http://sa.uncg.edu/handbook/academic-integrity-policy/>

ATTENDANCE POLICY: Students are expected to attend class each week on-line via course work or the discussion forum. If special circumstances should arise students are expected to contact the instructor to make other arrangements.

Professor's Expectations of Students:

Learning is the active process of acquiring new knowledge, behaviors, and skills and it is the goal of the instruction in this class. Expectations and responsibilities are detailed in the documents "How This Class Works" and How Do I Make a Good Grade." Please read and understand those documents.

The Bryan School has also provided faculty and student guidelines for classroom and learning expectations. More detailed information regarding faculty and student guidelines can be found at http://www.uncg.edu/bae/faculty_student_guidelines.pdf. This document provides more specifics on classroom expectations of both students and faculty and they will be enforced in this class.

Student violations of any of the policies and procedures included in this syllabus may be subject to removal from the course and/or university policies addressing the learning environment.

Student Responsibilities and Rights:

Students are expected to assist in the maintaining of the on-line classroom environment that is conducive to learning. Inappropriate behavior in the classroom shall result, minimally, in a request to leave the on-line class that may be temporary or permanent. If at any time students feel that their learning experience is being disrupted, I encourage you to contact me to discuss confidentially and I will address in class. More detailed information regarding student conduct in class can be found at www.studentconduct.uncg.edu/policy.

ADDITIONAL REQUIREMENTS:

Students are expected to have a working competency of the internet and specifically Canvas to participate in the class.