

<u>EVALUATION:</u>	Participation	20%	Mid Term	25%
	Research Assignment	30%	Final Exam	25%

ONLINE PARTICIPATION (20%)

During 12 of the 13 weeks which comprise the duration of this course, discussion topics and questions will be posted in the communications section of the course website. To participate, you will choose and respond to **one question** or exercise posted for the week. Participation in online discussion is an **essential component** of this course. You are expected to stay current with your readings (and the online materials), so that you can participate in online discussion. The minimum requirement for participation is to post comments online in *at least 8 different weeks* of the total course. Of the 8 required postings, at least 4 should appear *before the mid term* examination. In other words, waiting until the last half of the course to participate online will seriously impact your participation mark.

Your grade will be comprised of an equal weighting of the required minimum 8 participation attempts although you may post more than 8 times to ensure a good mark. Where more than 8 postings appear, *the best 8* postings will be selected to comprise your participation mark. Posting comments in online discussion is the equivalent of attending class and making a contribution to discussion, and is therefore subject to the Policy Regarding Illness (and other personal difficulties that prevent participation) stated in this course outline and to the General Information guidelines for students in Social Science. A suggested length for a typical posting would be 200 - 300 words. You may find that you need to write more on occasion, or are including information that makes your posting longer.

To receive credit, discussion comments must be posted by Sunday midnight of the week the topic is discussed online. Comments posted after the deadline will not be assessed for participation credits. In most weeks, discussion questions relevant to the week's assigned reading will be posted by the instructor on **Mondays**. In addition, instructor feedback concerning the previous week's online discussion will be posted on Monday or Tuesday of each week. (Example: A student reads and responds to discussion questions during the week and decides to post on Friday, well before the Sunday night deadline. The student is then able to read instructor feedback for individual/group efforts by the following Monday or Tuesday.)

Online discussions, exercises or assignments will provide opportunities to clarify issues and considerations surrounding effective compensation strategies, techniques and processes. Your participation online will *contribute greatly* to understanding of course theory and your ability to do well with the written assignment outlined below and both exams. Look to the Policy Regarding Illness (described later in this course outline), and to the General Information guidelines which apply to students in the Social Science program (attached to this outline) for direction on how to handle a variety of problems that may interfere with your participation and performance in this course.

RESEARCH ASSIGNMENT (30%)

You are required to write an 8 – 10 page research and opinion paper (not counting cover page or bibliography) on a topic described in the Guidelines for Compensation Trends Research Report which will be posted on the course website early in the course. The Guidelines describe requirements, format and content expectations for your research assignment, as well as hints and suggestions to make the assignment as enjoyable as possible. See above note on the link between online participation and your ability to do well on the research assignment.

Deadlines and Penalties:

Abstract: An abstract outlining the course-relevant topic for your research assignment is required and should be submitted through the course WebCt e-mail system **by midnight November 4th, 2011**. The one-page abstract shall consist of 1-2 paragraphs identifying your research goal, why you chose the topic and at least 3 research sources located during your preliminary literature review. List these initial resources in bibliographic format. Submit your abstract in the body of your email on WebCt – do not attach it as a separate document.

Research Assignment: Your research assignment is due in hardcopy **by 4 p.m. Monday, Dec. 2nd, 2011, submitted through the Distance Studies office**. You are also required to submit a digital copy of your assignment to Turnitin.com by the same deadline. (Passwords and directions for doing so will be provided online near the deadline.)

Penalties: A penalty of **5% for the first day and 2% for each day thereafter (including each day of a weekend or holiday)** shall apply to all late research assignments. **Failure to submit an abstract in the format described above by deadline shall result in a deduction of 5% from the overall mark of your assignment.**

MID TERM AND FINAL EXAM (25% each)

You will have both a midyear examination, and a final examination. Content for each exam is presented in the topic timetable. Both exams are equally weighted in determining your final grade. As indicated in the topic timetable these exams are non-cumulative. The mid-term and the final exam will be presented in a mixed format and may contain multiple-choice, true false, short or longer answer, and essay questions. Note that essay questions may be based on a case incident provided with the exam. Additional details will be provided prior to the exam. Your exam results may be submitted to Scan Exam for scoring and assessment.

PREREQUISITES

Prerequisites for MOS 3342a-650 Online: Enrolment in 3rd or 4th year of the BMOS program. You are responsible for ensuring that you have successfully completed all course prerequisites, and that you have not taken an anti-requisite course. Lack of prerequisites may not be used as a basis of appeal. If you are found to be ineligible for a course, you may be removed from it at any time and you will receive no adjustment to your fees. This decision cannot be appealed. If you find that you do not have the course requisites, it is in your best interest to drop the course well before the end of the Add/Drop period. Your prompt attention to this matter will not only help protect your academic record, but will ensure that spaces become available for students who require the course in question for graduation.

3342A-650 TOPIC TIMETABLE – FALL 2011

Schedule for coverage of textbook and other content is approximate; online discussions will include content on International Pay Systems found in the Appendix, assigned Journal Articles, and any other additional course content as provided by the instructor.

Week Starting	Topic(s) to be covered	Chapter/Material
Week Starting Sept. 12th	INTRODUCTION, COURSE OVERVIEW & EXPECTATIONS THE PAY MODEL	Chapter One
Week Starting Sept. 19th	STRATEGY: THE TOTALITY OF DECISIONS	Chapter Two
PART I: INTERNAL ALIGNMENT: DETERMINING THE STRUCTURE		
Week Starting Sept. 26th	DEFINING INTERNAL ALIGNMENT	Chapter Three
Week Starting Oct. 3rd	JOB ANALYSIS	Chapter Four
Week Starting Oct. 10th	EVALUATING WORK: JOB EVALUATION	Chapter Five
Week Starting Oct. 17th	PERSON BASED STRUCTURES and Journal Article <i>How Leaders Create and Use Networks</i> , Harvard Business Review, January 2007 (Available through Western's Shared Library Catalogue Electronic Resources)	Chapter Six and HBR Article
Week Starting Oct. 24th	MID TERM – Covers Chapters 1 – 6 and pp. 314-329 of the Appendix, plus additional course content as indicated (e.g. HBR Journal Article). No discussion on WebCT this week.	Mid Term Examination – Will be held on Saturday TBC.
PART II: EXTERNAL COMPETITIVENESS: DETERMINING THE PAY LEVEL		
Week Starting Oct. 31st	DEFINING COMPETITIVENESS Research topic abstracts due for submission through WebCT by midnight Nov. 4, 2011	Chapter Seven
Week Starting Nov. 7th	DESIGNING PAY LEVELS, MIX AND PAY STRUCTURES	Chapter Eight
Week Starting Nov. 14th	EMPLOYEE BENEFITS	Chapter Nine
PART III: EMPLOYEE CONTRIBUTIONS: DETERMINING INDIVIDUAL PAY		
Week Starting Nov. 21st	PAY-FOR-PERFORMANCE: PERFORMANCE APPRAISAL AND PLAN DESIGN	Chapter Ten
Week Starting Nov. 28th	PAY-FOR-PERFORMANCE PLANS Research reports due by 4 p.m. Dec. 2nd. Submit in hardcopy through Distance Studies office.	Chapter Eleven
PART IV: MANAGING THE SYSTEM		
Week Starting Dec. 5th (you may post up to Dec. 9 th)	THE ROLE OF GOVERNMENT AND UNIONS IN COMPENSATION and Journal Article <i>Women and the Labyrinth of Leadership</i> by Alice H. Eagly and Linda L. Carli, Harvard Business Review September 2007 (Available through Western's Shared Library Catalogue Electronic Resources)	Chapter Twelve and HBR Article
Final Exam	FINAL EXAM – Covers Chapters 7 – 12, plus pp. 329-336 of the Appendix, additional lecture content, and class handouts since the midterm. Exam period extends from December 10-21, 2011. Exact date of exam to be determined. (Usually a Saturday)	

POLICY REGARDING ILLNESS and COMPASSIONATE ISSUES

Students are entitled to a rescheduling of exams or an extension of deadlines for legitimate medical or compassionate reasons. However, it is your responsibility to inform me, your instructor, prior to the exam or due date, to arrange a timely makeup, and to provide *acceptable documentation* which supports a medical or compassionate claim. In the case of a final examination or assignment in the course, you must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation. Formal policy is contained on these and other issues in the document "General Information" attached to this course outline, and provided by the Department of Social Science.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact the instructor and the Faculty Academic Counseling Office **as soon as possible**. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

POLICY REGARDING ACCESSIBILITY

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may wish to contact Services for Students with Disabilities (SSD) at 661-2111 #82147 for any specific questions regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>.

POLICY ON CHEATING & ACADEMIC MISCONDUCT*

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences and are urged to read the section on Scholastic Offences in the Academic Calendar. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere.

In writing scholarly papers, students must keep firmly in mind the need to avoid plagiarism. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar.) ***Plagiarism is the unacknowledged borrowing of another writer's words or ideas or the resubmission of your own written words or ideas for a variety of assignments or to different instructors.*** Students must write their essays and assignment in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes and citations. If you are in doubt about whether what you are doing is inappropriate, consult the instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offence include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

The University of Western Ontario uses software for plagiarism checking. Students in this course (3342-650a/b) will be required to submit their written work in hard copy and electronic form to the instructor, as well as submitting the electronic form of the assignment directly to the plagiarism checking software.

PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Director, The Aubrey Dan Program in Management and Organizational Studies. If the response of the department is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty of Social Sciences. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

* For additional information, see the current Western Academic Calendar “Scholastic Offences” and find the entire university policy on Scholastic Discipline at:

<http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>.

STANDARDS FOR COURSE PARTICIPATION

Students are expected to participate in at least 8 online classes and to engage actively in their own learning. *Active learning means taking responsibility for your own learning, as well as helping others to learn more about course material.* Active learning in this course can include, but is not limited to: contributing to online discussion, presentations or debates, application exercises, posing interesting questions, and/or bringing relevant media articles or other exhibits to the attention of your instructor. Your instructor will assess your weekly participation, based on the quality of your postings and the following criteria for evaluation:

A – EXCELLENT contribution

- Participates meaningfully in at least 8 weekly online discussions
- Contributes consistently to online discussions and supports contribution of colleagues
- Contributions indicate preparation and critical thinking
- Frequently shares insights and/or facilitates understanding of difficult concepts
- Occasionally builds arguments for a position
- Provides leadership in creating a positive online learning environment

B – GOOD Contribution

- Participates regularly and contributes consistently to online discussions
- Contributions indicate preparation and careful thought
- Often willing to address/explain challenging points or concepts
- Occasionally builds arguments for a position
- Supports a positive online learning environment

C – FAIR Contribution

- Participates occasionally in online discussion
- Provides minimal evidence of preparation and thought
- Rarely builds arguments for a position

D - POOR Contribution

- Contributes infrequently to online discussion
- Provides little or no evidence of preparation or thought

Participation is recorded by the instructor when reviewing weekly postings. Participation is assessed more fully at the conclusion of the course, when all postings and other participation have been reviewed. If you have a medical or other condition that prevents you from participating online regularly and actively (as described above), advise the instructor early in the semester. You will be required to provide confirmation of your situation from the Academic Counselor. See the Policy Regarding Illness and personal situations described in the Course Outline, as well as General Information for Students Registered in Social Science (regarding term tests, final examinations, late assignments, short absences, extended absences, documentation of various personal situations and academic concerns) also attached to the Course Outline.

General Information

If, on medical or compassionate grounds, you are unable to meet your academic responsibilities, i.e., unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic accommodation will not be granted automatically on request. You must demonstrate that there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered. Read the instructions carefully. In all cases, action must be taken at the earliest possible opportunity, preferably prior to the scheduled examination, test or assignment.

1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance. The course outline should include the preferred method of contact (e-mail, phone, etc.).
2. Inform the instructor prior to the date of the scheduled time of the test or examination or due date of the assignment. If you are unable to contact the instructor, leave a message for him/her at the department office.
3. Bring your request for accommodation to the Academic Counselling Office, Room 2105, Social Science Centre, telephone 519- 661-2011 or fax 519-661-3384. Be prepared to submit documentation of your difficulties.
4. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of the test or examination reweighted on a retroactive basis is not permitted.

TERM TESTS and MID-TERM EXAMS

1. If you are unable to write a term test, inform your instructor (preferably prior to the scheduled date of the test). If the instructor is not available, leave a message for him/her at the department office.
2. Be prepared, if requested by the instructor, to provide supporting documentation (see below for information on acceptable forms or documentation). Submit your documentation to the Academic Counselling Office.
3. Make arrangements with your professor to reschedule the test.
4. The Academic Counselling Office will contact your instructor to confirm your documentation.

FINAL EXAMINATIONS

1. You require the permission of the Dean, the instructor, and the Chair of the department in question to write a special final examination.
2. If you are unable to write a final examination, contact the Academic Counselling Office in the first instance to request permission to write a special final examination and to obtain the necessary form. You must also contact your instructor at this time. If your instructor is not available, leave a message for him/her at the department office.
3. Be prepared to provide the Academic Counselling Office and your instructor with supporting documentation (see below for information on documentation).
4. You must ensure that the Special Examination form has been signed by the instructor and Department Chair and that the form is returned to the Academic Counselling Office for approval without delay.

Note: Make sure you know the date, time and location of the special examination. For more information see [Examinations - Common Situations](#).

LATE ASSIGNMENTS

1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
2. Submit documentation to the Academic Counselling Office.
3. If you are granted an extension, establish a due date.
4. Extensions beyond the end of classes must have the consent of the instructor, the Department Chair and Dean. A Recommendation of Incomplete form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the Department Chair, and the Dean's representative in the Academic Counselling Office.

SHORT ABSENCES

If you miss a class due to a minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate.

EXTENDED ABSENCES

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. This must be done by the appropriate deadlines. (Refer to the Registrar's website for official dates.) The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed of your difficulties.

DOCUMENTATION

- **Personal Illness:** If you consult Student Health Services regarding your illness or personal problem, you should request a Student Medical Certificate from the physician. Once your documentation has been assessed, the academic counsellor will inform your instructor that academic accommodation is warranted.
- If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The off-campus medical certificate form must be used. <http://www.uwo.ca/univsec/handbook/appeals/medicalform.pdf>. The doctor must provide verification of the severity of the illness for the period in question. Notes stating "For Medical Reasons" are not considered sufficient.
- **In Case of Serious Illness of a Family Member:** Obtain a medical certificate from the family member's physician.
- **In Case of a Death:** Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.
- **For Other Extenuating Circumstances:** If you are not sure what documentation to provide, ask an Academic Counsellor.

Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offense (see below) and you will be subject to academic sanctions.

ACADEMIC CONCERNS

- You need to know if your instructor has a policy on late penalties, missed tests, etc. This information may be included on the course outline. If not, ask your instructor.
- You should also be aware of attendance requirements in courses such as Business and English. You can be debarred from writing the final examination if your attendance is not satisfactory.
- If you are in academic difficulty, check the minimum requirements for progression in your program. If in doubt, see your Academic Counsellor.
- If you are registered in Social Science courses but registered in another faculty (e.g., Arts or Science), you should immediately consult the Academic Counselling Office in your home faculty for instructions.

FAILED YEAR

Procedures for completing a [Waiver of the Progression Requirements](#) (DEADLINE IS JUNE 30). [Click here for BMOS Waiver of Progression Requirements.](#)

In your petition letter, you must address all of the following questions:

- What were the extenuating circumstances which contributed most significantly to your poor academic performance.) When did the problem(s) arise? Appropriate supporting documentation (eg. medical note from a doctor to document problems, or a letter from a family member or close personal friend to support compassionate grounds) must be submitted with the petition. If you need more information regarding the submission of appropriate documentation, please contact the Dean's Office.
- Answer the following questions:
 1. What attempts did you make at the time you were encountering problems that affected your academic performance to contact your instructors, Academic Counsellors, the staff in Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services?
 2. What academic accommodation did you request at the time you were experiencing major problems that were affecting your academic performance?
 3. What steps did you take to minimize the impact on your academic work of the difficulties that you were encountering?
 4. Approximately what percentage of classes did you attend in each course?
 5. What assignments/tests/labs/quizzes/exams did you complete in each course?
 6. Please record the grades you received for assignments/labs/tests/quizzes/exams, etc in each course. If you failed to complete all the course requirements, explain and provide reasons.
 7. Please list the final grade earned in each course in which you were registered during the past academic year.
- Why do you think you would be successful in University-level academic studies, if your petition was granted?
- What are your academic goals?
 - What is your long-term degree/program objective?

- In what specific program do you wish to register during the coming year?
- What specific courses do you wish to take during the coming year?

NOTE: In (b) and (c), do not list courses or programs for which you are not currently eligible. You must check the prerequisites for the program and courses you wish to take.