



蘇州大學  
Soochow University

## **BUS 317 Compensation and Rewards**

**Summer 2023**

**Course Credits:** 4

**Contact Hours:** 55 hours

**Instructor:** TBA

**Email:** TBA

### **COURSE OBJECTIVES**

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This course helps students to build a competitive, successful pay system that avoids the failures inherent in a pay system, which stands apart from the company's overall business plan. Topics include sources of business strategy; forces influencing compensation strategy; work analysis and evaluation; base pay systems and structures; measurement of individual, team, and organizational rewards; strategic pay design, implementation, and evaluation. Students will demonstrate the fundamental knowledge of compensation function and management process.

Upon Completion of this Course, students will be able to:

1. Increase knowledge and comprehension about the compensation function;
2. Be able to recognize how pay decisions help the organization achieve a competitive advantage;
3. Analyze, integrate, and apply the knowledge to solve compensation related problems in organizations;
4. Demonstrate comprehension by constructing a compensation system.

### **PREREQUISITES**

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BUS 110 Human Resource Management

### **GRADING**

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Grades will be determined by accumulating points, with 100 points being the maximum, as follows:



ITEM	POINTS
Assignments	20 Points
Quizzes	20 Points
Midterm	25 Points
Final Exam	35 Points
Total	100 Points

Late submissions will be graded at the end of the course. Grades will be assigned according to the following rule:

$A \geq 90 > B \geq 80 > C \geq 70 > D \geq 60 > F$ .

We reserve the right to make adjustments to the overall grading policy.

## **COURSE MATERIALS**

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### **Required Texts:**

Heneman, Robert L., *Business-Driven Compensation Policies: Integrating Compensation Systems with Corporate Strategies*, AMACOM, 2001.

### **Recommended (Optional) Texts or Other Materials:**

None

## **COURSE TOPICS**

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MODULE	TASKS
Module 1	<b>Topics:</b> Topic 1: Overview and Model Topic 2: Corporate Business Strategies and Compensation Strategies Topic 3: Work Analysis Topic 4: Work Evaluation <b>Assessments:</b> Quiz#1



Module 2	<b>Topics:</b> Topic 5: Pay Structures Topic 6: Individual Rewards Topic 7: Team Rewards Topic 8: Team Rewards(Cont.) <b>Assessments:</b> Midterm Assignment#1
Module 3	<b>Topics:</b> Topic 9: Organizational Rewards Topic 10: Strategic Pay Design Topic 11: Strategic Pay Implementation Topic 12:Strategic Pay Implementation(Cont.) <b>Assessments:</b> Quiz #2
Module 4	<b>Topics:</b> Topic 13: Strategic Pay Evaluation Topic 14: Strategic Pay Evaluation(Cont.) Topic 15: General Do's and Don'ts Topic 16: Business Strategy Checklist <b>Assessments:</b> Assignment#2 Final Exam

## ATTENDANCE

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1) Class attendance is required. Missing classes without permission will lead to decrease in overall grade.

Missing less than two classes: no penalty.

Missing more than two classes: 7% will be taken off from the overall grade.

If the instructor reports a student's frequent missing of class to the Soochow University Academic Administration Office, the student might get a written warning and might be prohibited from attending final exam.

2) Participants in this course are expected to arrive in class promptly and adequately prepared. The primary objective of this course is to critically engage with the readings and the subject matter. Therefore, course participants are expected to have completed the reading prior to class and prepare thoughtful reflections/commentaries to share with fellow colleagues.



## **LEARNING REQUIREMENTS**

- 1) Late assignments are not acceptable and are subjected to grade deductions.
- 2) Assignments submitted in the wrong format will be counted as not submitted.
- 3) Failure to submit or fulfill any required course component results in failure of the class.
- 4) Make-up for midterm and final exams only with valid excuses, as defined by the University.
- 5) In order to earn a Certificate of Completion, participants must thoughtfully complete all assignments by stated deadlines and earn an average quiz score of 50% or greater.

## **TECHNOLOGY POLICY**

The use of electronic devices in class is distracting, both for the user and for the rest of the class. Only non-programmable calculators can be used in the tests and exam. Any attempts to use cell phones and other electronic communication devices will be seemed as cheating. Laptops are discouraged, unless you use them for activities DIRECTLY related to the course (eg., note taking, reading course documents).

## **ACADEMIC INTEGRITY POLICY**

Soochow University highly values the academic integrity and aims to promote the academic fairness, honesty and responsibility. Any academic dishonesty behaviors and any attempts to cheats and plagiarism will be reported to the university administration office. A written warning and the relevant penalties will be imposed. The record might be shown on the official university transcript.

## **DISABILITY ACCOMMODATION**

Soochow University is committed to maintaining a barrier-free environment so that students with disabilities can fully access programs, courses, services, and activities at Soochow University. Students with disabilities who require accommodations for access to and/or participation in this course are welcome.

Note:

Please contact the University Administrative Office immediately if you have a



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learning disability, a medical issue, or any other type of problem that prevents professors from seeing you have learned the course material.