

Victoria Management School

HRIR 306 REMUNERATION & PERFORMANCE MANAGEMENT

Trimester 2 2008

COURSE OUTLINE

Contact Details

Course Coordinator

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Administrator

Tania Loughlin

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Class Times and Room Numbers

Wednesday	8:30 am - 10:20 am	GBLT 2
Friday	8:30 am – 9.20 pm	GBLT 2

Trimester Dates: Monday 7 July to Saturday 8 November 2008 The course has a 3 hour closed book final examination. 'Students who enrol in courses with examinations should be able to attend an examination at the University at any time during the formal examination period. **Examination dates for trimester two: Friday 17 October to Saturday 8 November 2008.**

Course Objectives

This course focuses on employee remuneration and performance management in contemporary organisations.

The main purposes of this course are to:

- examine the current state of thinking and practice with regard to remuneration
- examine related issues with regard to performance management
- evaluate how recent theoretical and research developments inform remuneration decisions
- offer an opportunity to develop competencies in making remuneration and performance management decisions.

This course requires active participation from the students during lectures and seminars.

Course-related Student Learning Objectives

On successful completion of the course, students should be able to:

- demonstrate an understanding of some major HRM theories and concepts relevant to remuneration and performance management
- be familiar with contemporary issues and debate in these remuneration and performance management
- understand the linkages between remuneration and performance management

Textbook

Milkovich, George T. and Newman, Jerry M. Compensation, 2005, 9th edition.

Course Content

The following is a guide to course content. The timing may change as the course progresses. Detailed reading for each topic will be handed out in the first week.

Week 1: Course Introduction, Strategic Perspectives

Weeks 2 - 3: Internal Consistency: Managing Structure and Design

Week 4: Person-Based Structures

Weeks 5 - 6: External Competitiveness: Managing Total Pay Levels, Mix and Labour Costs

Weeks 7 - 10: Employee Contributions: Performance-based Pay and Performance Management

Week 11: Compensation of Special Groups

Week 12: Course Review

Expected Workload

This is difficult to estimate. As a guide only on workload in addition to time spent at lectures, you should expect to spend (a) overall between approximately 8-10 hours a week for the 12 teaching weeks reading texts or other books/articles, analysing issues raised in lectures, and working on your assignments, and (b) at least a week revising and preparing for the final examination.

Assessment

The purpose of assessment is to evaluate the degree to which each student has understood the issues presented in the course.

Individual Assignment:	25%	date
Group Assignment:	15%	date
Final examination:	60%	17 Oct- 8 Nov 2008

The **individual assignment** will focus on concepts covered in the first six weeks of the course. **The assignment topic will be handed out in Week 2, and will be due at the end of Week 7.**

Group discussion will be a regular part of the class work. Students will be assigned to groups at the start of the course and are expected to participate actively in group work. There will be a **group assignment** that will be a practical application of material covered in class. **The group assignment will be due at the end of Week 10.**

The final examination will be closed book.

Grading and Assessment Structure

	Grade	Percentage Range	Assessment Criteria
Pass	A+	85% and over	Excellent and wide ranging use of literature with clear understanding of implications. Excellent logical argument, strong evidence of critical thinking, evidence of original and creative thinking, clear structure, well presented with no grammatical or spelling errors and excellent referencing.
	A	80-84%	
	A-	75-79%	
	B+	70-74%	Wide ranging use of literature with some implications outlined. Clearly developed logical argument, evidence of critical thinking, logical structure and presentation, few grammatical or spelling errors, good referencing style.
	B	65-69%	
	B-	60-64%	
	C+	55-60%	Limited use of literature presented in a mostly descriptive manner. Adequate argument, little evidence of original or critical thinking. Logical but pedestrian structure with some errors in grammar, spelling and referencing style.
	C	50-54%	
Failure	D	40-49%	Little use of literature, which is poorly and descriptively presented. Argument at times confusing. Illogical or unclear structure with poor use of grammar and syntax. Referencing poor and inconsistent.
	E F K	Below 40% Overall fail Fail to meet mandatory course requirements	

Mandatory Course Requirements

To meet the mandatory course requirements for this course, students must:

1. Complete and hand in both the individual assignment and the group assignment;
2. Attend at least 80% of the course lectures. *It is the students' responsibility to ensure they register their attendance on a roll taken each week. Should you need to be absent from class, discuss it with the course coordinator in advance;* and

Notice of Failure to meet Mandatory Requirements will be posted on Blackboard or on the Mezzanine Floor Notice-board. Students will be expected to check both places for notification.

Handing in assignments

Completed assignments are to be submitted **on the due date** in **BOTH** of the following forms:

1. Hardcopy submitted to the **HRIR 306 assignment box number 16** (Mezzanine Floor of Rutherford House – Pipitea Campus) by 4:00 pm on the due date, AND
2. Electronic copy to the **HRIR 306 Blackboard Digital drop-box**.

Both versions must have a cover sheet. A hardcopy cover sheet is at the end of this course outline and an electronic copy has been placed on blackboard in the 'Assignments' folder.

Students must also keep an electronic copy of their work archived in case the original assignment goes missing. Failure to do so will jeopardise any claim by you that your work was submitted in the rare cases where your work goes astray.

The Course Coordinator will be submitting written assignments to "Turnitin" to check for plagiarism. Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://www.turnitin.com>>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin.* You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University

for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

Note: Students must also keep an electronic copy of their work.

In exceptional circumstances the assignments could also be e-mailed to the lecturer by 4:00 p.m. on the due date. Receipt of the assignment by e-mail will be acknowledged by the lecturer.

ALL Late Assignments are to be handed in to Reception, 10th Floor of Rutherford House (Pipitea Campus).

Penalties

(i) In fairness to other students, work submitted after any deadline will incur a penalty for lateness. **The penalty is 2 of the marks available** for an assignment submitted after the due time on the due date **for each part day or day late**. When calculating the late penalty **Saturdays, Sundays and public holidays will be included** when counting the number of days that an assignment is late. **Assignments received more than 7 days after the deadline will not be accepted and the student will automatically not meet the mandatory course requirements.**

(ii) This Course Outline provides a signal to students of forthcoming workload, dates of submission etc, and thus student study plans should take account of course requirements across all courses. Consequently, workload issues related to other courses and employment will not be accepted as reason for dispensation from mandatory requirements or waiver of penalties.

Extensions to submission deadlines for any assigned work will only be granted in exceptional circumstances.

(iii) Students who are unable to comply with any of the mandatory requirements should make a written application for an extension to the due date for submission of assigned work or for waiver of a penalty, **in advance**, providing documentary evidence of the reasons of their circumstances.

All such applications must be made **before** the deadline and be accompanied by documentary evidence, eg a medical certificate, or counsellor's report that indicates the degree of impairment, and for how long the student has been impaired. Please be sure to ask at the time of consultation for the degree of impairment to be stated in any certificate you provide to support your case.

(iv) In the event of unusual or unforeseeable circumstances (e.g. serious illness, family bereavement), that precludes an application in advance, students should make contact with the lecturer as soon as possible, and make application for waiver of a penalty as soon as practicable.

(v) Word limits should be adhered to especially when they provide a guide to limiting the student's coverage of a topic. For each assignment, students will be provided with a word range (eg 1500 - 1800 words) that is acceptable for the assignment. **There will be a half-mark deducted from the grade for the assignment for every 100 words or part thereof that are over the upper end of the range.**

Communication of Additional Information

Information on course-related matters will be announced at class and posted on the **Blackboard** website at <http://blackboard.vuw.ac.nz/>. It will be crucial for you to regularly check Blackboard for messages, announcements and materials.

Email Contact

Students wishing to contact staff by email should adhere to the following instructions:

Include the **Course Code**, your **Name**, your **Student ID** and the **Topic** in the subject area of the email, eg HRIR 306_Smith_Pauline_3000223344_Ass1 Query. All students must use their VUW SCS email account and ID. Otherwise, email will be classified as Spam and will be dumped without being read. All emails with attachments will be dumped, unless requested by staff.

Referencing

There are many different styles of referencing and the Faculty of Commerce & Administration at VUW has decided to make APA (American Psychological Association) referencing style the common standard across the Faculty. The Commerce and Central Libraries hold the APA Style Guide. You can also access the information from the online VUW library site (<http://www.vuw.ac.nz/library/resources/virtualref.shtml#style>).

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building on the ground floor (EA005). This counter is the first point of contact for :

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: including the work of others will not be considered plagiarism as long as the work is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

www.victoria.ac.nz/home/studying/plagiarism.html

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.