Syllabus
Spring 2014

Workforce Education and Development
College of Education and Human Services
Southern Illinois University

Course Number: WED 552 - 001
Course Title: Recruitment, Selection and Compensation
Course Credit: 3 credit hours
Prerequisites: WED 465
Instructor: Jennifer Calvin, Ph.D.
Office – 217C Pulliam Hall
Ph – 453-1932
E-mail – calvin15@siu.edu
Office Hours: Tuesdays 3-6 pm
Wednesdays 3-6 pm
Or by appointment, phone or email.

Course Description: In depth look at the theoretical frameworks and practices related to recruitment, selection and compensation.

Course Objectives: The following are the general outcomes of the course. Students will:

1. Comprehend the theories of recruitment in organizations.
2. Comprehend the theories of selection in organizations.
3. Comprehend the theories of compensation in organizations.
4. Analyze how various theories are utilized in practice in organizations.
5. Analyze the impact of the theories and practices of recruitment, selection and compensation on performance improvement initiatives in organizations.
6. Synthesize the relationships between the theories of recruitment, selection and compensation and the theories of performance improvement in organizations.
**Course Requirements:** Assessment of student performance will be based on the following requirements:

1. **Participation.** Students are expected to come to class every week having read the assigned readings, prepared to share thoughtful comments, statements of concern or dispute, questions raised based on the course readings, class discussions, etc. *(100 points).*

2. **Discussion Facilitation.** Students will take turns preparing for and leading the weekly discussion on various course topics. Other students in the course are required to send at least 2 questions based on the weekly readings to that week’s facilitator by Monday of each week. This timing is crucial so that the weekly facilitator has time to integrate the questions into plans for the weekly discussion. Depending on class size, students may be assigned in pairs for some weeks.

   In addition, the weekly facilitator has the option of adding 1-5 readings on the weekly topic to the reading assignment for the week. Additional outside reading on the assigned topic is encouraged so that the facilitator is better prepared to lead the week’s discussion. **The facilitator MUST have any additional readings selected and copies to the course instructor by January 27.** This is to allow the instructor time to get the readings loaded to D2L Readings folder and to allow students time to read the articles.

   Facilitators have flexibility in how the material for the week will be covered. This may include a mini lecture, a presentation of a research problem where the class devises a list of research questions or methods for researching the topic, a general discussion, etc. **A combination of teaching methods is encouraged.** *(200 pts.)*

3. **Research Paper.** An integrated literature review on a topic covered in the course of the student’s choice. The literature review must be submitted to a peer-reviewed journal for consideration for publication. Students may elect to write the paper as a group. *(100 points).*

4. **Midterm and Final Examinations.** A comprehensive essay examination during midterm and finals week. *(200 points/100 points each exam).*
Grading Scale

A = 540 - 600 points
B = 480 – 539 points
C = 450 – 479 points
D = 420 – 449 points
F = 419 points and below

Policies and Standards

1. Class attendance and participation
   a. Rules at Southern Illinois University state that students are allowed to miss no more than 1/3 of the scheduled class time. This means that students who miss more than 16 hours of class will be dropped from the course.
      i. Please note that students who miss class time will see a reduction in points (10 points for each 4 hours of absence), thus absences will affect final course grades.
   b. Students are expected to attend class, read assigned materials, participate in class activities and complete other requirements as may be assigned. Most problems and disagreements between students and instructors can be avoided by open communication at the beginning of a course. Therefore, you are encouraged to ask your instructor about any issue not understood.
   c. Informal attire is permitted, however please dress in a manner appropriate for a university classroom. No hats or caps are to be worn in the classroom.
   d. Cell phones must be turned off for the duration of the class.
   e. Regarding all other matters, students should adhere to the Student Conduct Code available at http://www.siu.edu/gradschl/catalog/Student_Conduct_Code.pdf

2. Assignment Submission
   a. Students will submit assignments in class on the due date. If you are instructed to turn in an assignment via email, YOU are responsible for ensuring that the assignment is received by midnight on the due date.
      i. Students will follow proper etiquette for communicating electronically. Proper “netiquette” includes: identification of the writer (including affiliation and title if applicable), avoidance of excessive punctuation (e.g., exclamation points), abbreviations, highlighting (e.g., bold face type), inappropriate language, and emotion (e.g., all caps).
      ii. It is the student’s responsibility to ensure that the instructor receives electronic communications and assignments.
iii. Assignments are to be completed via a word processing software package such as MS Word or WordPerfect.

3. Assignment Due Dates
   a. The majority of students complete assignments satisfactorily and on time. Out of respect for the majority of students who meet deadlines, **25% of the possible points associated with an assignment will be deducted for any work turned in late unless prior arrangements are made with the instructor.** Additional time for assignments will only be made for unusual or extreme circumstances.

4. Accommodation
   a. Students needing course related accommodations must contact the instructor during the first week of class.

5. Emergency Procedures:

   Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT’s website at [www.bert.siu.edu](http://www.bert.siu.edu), Department of Public Safety’s website [www.dps.siu.edu](http://www.dps.siu.edu) (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

   Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Course Readings

Required Readings:

1. Course readings, available online through D2L WED 552 course.
2. Additional readings as assigned.
Suggested Readings:


**Course Topics and Tentative Schedule** This is a tentative schedule. Students will be assigned dates and topics to facilitate – schedules of students may change the topic dates.

**Jan 15**  
Introduction to course  
Review of syllabus  
Assignment of topics for facilitation  
Overview of Recruitment, Selection and Compensation  
Job Analysis/Forecasting

**Jan 22**  
Organizational justice; Ethics

**Jan 29**  
Recruiters and Head Hunters  
The “War for Talent”

**Feb 5**  
Recruiting sources

**Feb 12**  
Recruiting for Diversity

**Feb 19**  
Social Media in Recruiting
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Feb 26</td>
<td>Measuring Effectiveness of Recruiting</td>
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<td>Mar 5</td>
<td>Midterm exam</td>
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<td>Mar 12</td>
<td>Spring Break – No Class</td>
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<td>Mar 26</td>
<td>Types of testing</td>
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<td>Apr 2</td>
<td>Issues with Testing</td>
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<td>Apr 9</td>
<td>Interviewing</td>
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<td>Apr 16</td>
<td>Job-Person- Organization Fit</td>
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<td>Apr 23</td>
<td>Components of Compensation</td>
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<td></td>
<td>Wages and Benefits</td>
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<tr>
<td>Apr 30</td>
<td>Executive Compensation</td>
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<tr>
<td>May 7</td>
<td>Final Exam</td>
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**Syllabus Attachment**

**Spring 2014**

**SALUKI CARES**

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html

**EMERGENCY PROCEDURES**

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety’s website at www.dps.siu.edu (disaster drop down) and the Emergency Response Guideline pamphlet. Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. *It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.*

**INCLUSIVE EXCELLENCE**

SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. For more information please visit: [http://www.inclusiveexcellence.siu.edu/](http://www.inclusiveexcellence.siu.edu/)

**MORRIS LIBRARY HOURS**

[http://www.lib.siu.edu/about](http://www.lib.siu.edu/about)

**LEARNING AND SUPPORT SERVICES**

Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:


**WRITING CENTER**

The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit: [http://write.siu.edu/](http://write.siu.edu/)

**AFFIRMATIVE ACTION & EQUAL OPPORTUNITY**

Our office’s main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: [http://diversity.siu.edu/](http://diversity.siu.edu/)

**Additional Resources Available:**

**SALUKINET**: [https://salukinet.siu.edu/cp/home/displaylogin](https://salukinet.siu.edu/cp/home/displaylogin)

**ADVISEMENT**: [http://advisement.siu.edu/](http://advisement.siu.edu/)

**PROVOST & VICE CHANCELLOR**: [http://pvcaasiu.edu/](http://pvcaasiu.edu/)

**SIU ONLINE**: [http://online.siu.edu/](http://online.siu.edu/)

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**IMPORTANT DATES *\(^\text{1}\)**

- **Semester Class Begins**: 01/13/2014
- **Last day to add a class (without instructor permission)**: 01/24/2014
- **Last day to withdraw completely and receive a 100% refund**: 01/26/2014
- **Last day to drop a course using SalukiNet**: 03/23/2014
- **Last day to file diploma application (for name to appear in Commencement program)**: 03/28/2014
- **Final examinations**: 05/5 – 05/9/2014

* Note: For outreach, online, and short course drop/add dates, visit Registrar’s Academic webpage [http://registrar.siu.edu/](http://registrar.siu.edu/)

**SPRING SEMESTER HOLIDAYS**

- Martin Luther King, Jr.’s Birthday 01/20/2014
- Spring Vacation 03/08—03/16/2014

**WITHDRAWAL POLICY ~ Undergraduate only**

Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit [http://registrar.siu.edu/pdf/ugradcatalog1314.pdf](http://registrar.siu.edu/pdf/ugradcatalog1314.pdf)

**INCOMPLETE POLICY ~ Undergraduate only**

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student’s grade point average. For more information please visit: [http://registrar.siu.edu/grades/incomplete.html](http://registrar.siu.edu/grades/incomplete.html)

**REPEAT POLICY**

An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at [http://registrar.siu.edu/pdf/ugradcatalog1314.pdf](http://registrar.siu.edu/pdf/ugradcatalog1314.pdf)

**GRADUATE POLICIES**

Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit [http://gradschool.siu.edu/about/us/grad-catalog/index.html](http://gradschool.siu.edu/about/us/grad-catalog/index.html)

**DISABILITY POLICY**

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. [http://disabilityservices.siu.edu/](http://disabilityservices.siu.edu/)

**STUDENT CONDUCT CODE**

[http://policies.siu.edu/other_policies/chapter3/conduct.html](http://policies.siu.edu/other_policies/chapter3/conduct.html)

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