Sylvia Doss, MBA  
Adjunct Professor  
Ageno School of Business  
Golden Gate University  

Contact Information  
E-mail: Please email through CyberCampus.  
Phone: 415.309.7115 (for urgent needs Mon. – Fri. 8:00 am – 5:00 pm)  
Office Hours: By appointment  

Course Description  
Reviews health, welfare, and retirement plan management, benefit planning and negotiation, controlling benefit costs, administering benefit programs, legal issues, including ERISA impact and future trends.  

Course Objectives  
To gain a clear understanding of various components of employee benefits (health, welfare and retirement plans). At the end of the course, you will achieve the following:  
  • Advise both management and employees regarding aspects of a company’s employee benefit plan  
  • Discuss benefit planning with providers and other parties  
  • Have a working knowledge of employee benefit planning  
  • Explain the different components of a competitive benefits program  
  • Explain the criteria used and how to select benefits  
  • Explain the regulatory requirements surrounding employee benefits  
  • Evaluate a company’s benefits plan  
  • Develop a benefit communication program to clearly convey the company’s benefit plan to all levels of employees  
  • Apply course knowledge to final project  

Required Materials  
Employee Benefits, 8th Edition, Beam & McFadden  

Supplemental Resources  
  • Society for Human Resources Management www.shrm.org  
  • Integrated Benefits Institute www.ibiweb.org  
  • World at Work www.worldatwork.org  
  • Employee Benefits Research Institute www.ebri.org
BookStore:

To purchase course books and materials from eFollett, GGU’s official online bookstore, please see the “Important Info” section of this course.

University Library

There are several databases available through the Golden Gate University Library for students to conduct research on various topics. Remote (off campus) access to the databases requires your last name and student ID# (located on the front of your ID card). Be sure to type in ALL 7 digits, including the starting 0. Example: 0123456. You may access the library from GGU’s homepage at http://www.ggu.edu.

Course Policies

The course is a combination of online knowledge sharing and discussion. It is essential for all students to participate throughout the week.

Class Work Submission

All students are expected to submit all class work according to deadlines. Late work will not be accepted unless prior approval is provided. Late work will result in reduction of points.

Start of Week

Week starts on Thursdays; therefore CyberCampus will open this day. Assignments will also be given by this day and the deadline will be according to the schedule provided.

Grading & Evaluations

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Point Value</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98% - 100%</td>
<td>160</td>
<td>Discussion</td>
</tr>
<tr>
<td>A</td>
<td>95% - 97.9%</td>
<td>60</td>
<td>Group Case Study (30 pts each)</td>
</tr>
<tr>
<td>A-</td>
<td>90% - 94.9%</td>
<td>50</td>
<td>Group Participation</td>
</tr>
<tr>
<td>B +</td>
<td>87% - 89.9%</td>
<td>50</td>
<td>Mid-term Project</td>
</tr>
<tr>
<td>B</td>
<td>84% - 86.9%</td>
<td>100</td>
<td>Final Exam</td>
</tr>
<tr>
<td>B -</td>
<td>80% - 83.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77% - 79.9%</td>
<td>420</td>
<td>Total Points</td>
</tr>
<tr>
<td>C</td>
<td>74% - 76.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C -</td>
<td>70% - 73.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D +</td>
<td>67% - 69.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>64% - 66.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D -</td>
<td>60% - 63.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0% - 59.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>General Topic</td>
<td>Assignment</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Week 1 – 01/08/09 | Introduction to Employee Benefits -Current and Future Landscape | Chapters 1, 2  
• Discussion Questions |
| Week 2 – 01/15/09 | Employee Benefits                                 | Chapters 3, 5  
• Discussion Questions |
| Week 3 – 01/22/09 | Employee Benefits                                 | Chapters 6, 7  
• Discussion Questions |
| Week 4 – 01/29/09 | Employee Benefits                                 | Chapters 8, 15  
• Discussion Questions  
• Group Case Study I Analysis and Paper |
| Week 5 – 02/05/09 | Health Benefits                                    | Chapters 9, 10  
• Discussion Questions |
| Week 6 – 02/12/09 | Health Benefits                                    | Chapters 11, 12  
• Discussion Questions |
| Week 7 – 02/19/09 | Health Benefits                                    | Chapters 13, 14  
• Discussion Questions |
| Week 8 – 02/26/09 |                                                    | **Mid-Term Project Due**                         |
| Week 9 – 03/05/09 | Employee Benefits                                 | Chapters 16, 17  
• Discussion Questions |
| Week 10 – 03/12/09 | Employee Benefits                                 | Chapters 18, 19  
• Discussion Questions |
| Week 11 – 03/19/09 | Retirement Benefits                               | Chapters 20, 21  
• Discussion Questions |
| Week 12 – 03/26/09 | Retirement Benefits                               | Chapters 22, 23  
• Discussion Questions  
• Group Case Study II Analysis and Paper |
| Week 13 – 04/02/09 | Retirement Benefits                               | Chapters 24, 25  
• Discussion Questions |
| Week 14 – 04/09/09 | Retirement Benefits                               | Chapters 26, 27  
• Discussion Questions |
| Week 15 – 04/16/09 | Executive Benefits                                | Chapter 29  
• Discussion Questions |
| Week 16 – 04/23/09 |                                                    | **Final Project Due**                            |

**Syllabus may change, but advance notice will be given.**
**Chapter Reading:** Students are expected to be prepared for class and to participate in class discussions and any online discussions.

**Group Case Study:** At the beginning of the term, students will be assigned groups. Each group will be given case studies to analyze and submit a single paper. The group is required to submit their analyses/paper via "Drop Box" in Cybercampus. A separate instruction sheet will be given.

**Mid-term Project:** More detailed information will be given on Week 3.

**Final Exam:** To demonstrate the learning objectives, students will need to complete a final project, which will be due the last week of class.

**Class Participation:** To earn full credit for class participation, you must actively participate in discussions, and complete any online postings on time. Active participation means that you raise relevant questions and issues, contributing your own observations and experience – more than just saying “I agree.” In order to earn participation credit for online work, you must post at least two (2) meaningful (quality) messages to each of the online questions and be actively participating.

Point values are as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>No response.</td>
<td>0</td>
</tr>
<tr>
<td>Does not attempt to address the question. Response is limited and does not meet the minimum requirements. No references.</td>
<td>1 – 4</td>
</tr>
<tr>
<td>Meets the minimum response requirements. Demonstrates an attempt to address the question. Provides minimal research or time spent. Adequately references work.</td>
<td>5 – 9</td>
</tr>
<tr>
<td>Demonstrates understanding of the concept and question being asked through a well-thought out response. Applies research to support answer to question and appropriately references work. Exceeds minimum response requirements.</td>
<td>10</td>
</tr>
</tbody>
</table>

*For all assignments, students are to conduct research to support their answer or position. This includes citations from the text, journals or credible literary sources. Any assignment without the required research will not be accepted. All students are expected to use appropriately MLA or APA format for references.*
Instructor Bio

Sylvia Doss has 19 years of experience in Benefits Administration. Her experience includes benefits strategy development, design, and pricing as it relates to all group benefit related products. Her background includes specific experience as a Financial Underwriter and Account Executive with a national health plan, Benefits Consultant for an international consulting organization and Director of Benefits for an international employer. She has predominantly worked with large national and international companies in the financial, manufacturing, energy/oil, retail, high tech environments and has experience working with Taft-Hartley trusts.

Sylvia received her BS in Applied Mathematics from the University of California, Los Angeles and her MBA with a concentration in Finance from Loyola Marymount University.

Academic Integrity Policy

As stated in the University Catalog:

“Academic integrity means doing academic work in a manner that strives to achieve the learning objectives your courses have set out for you. It means that you follow the rules and procedures prescribed by your instructors so that you acquire the skills and knowledge your courses are designed to give you. It means that you engage in ethical practices in taking tests and doing assignments and that you respect intellectual property rights by fully disclosing sources of information that appear in your papers and presentations. Academic integrity pays off for you by ensuring that you get the education you are working and paying for. Academic integrity maintains the good reputation of the university and guarantees the value of your degree for the rest of your life. Academic dishonesty is the failure to maintain academic integrity. It includes but is not limited to both cheating and plagiarism. Golden Gate University requires that students be honest in their academic work. Academic dishonesty is viewed as an ethical issue and a violation of the principles expressed in the university’s Mission Statement. It defrauds all those who depend upon the integrity of the university, its courses and its degrees. Students are responsible for adhering to standards of academic integrity. Students should request information from their instructors regarding the rules and guidelines for examinations, papers, projects, presentations, and other assignments. Students are responsible for understanding what plagiarism is and how to avoid unintentional plagiarism by carefully following accepted scholarly practices—accurately recording sources of materials to be cited, quoted, paraphrased, or summarized, and acknowledging these sources in accepted documentation formats. Information on proper scholarly practices can be obtained in the GGU Library and on the library’s website www.ggu.edu/university_library.

For more information on the “Standards of Academic Integrity,” please refer to your University Catalog.

Research and Documentation:

6 Free Resources (Live and Online) for GGU Students

1. For detailed information on using and citing sources using APA, MLA, and other styles, consult A Writer’s Reference by Diana Hacker, the textbook used in GGU English composition classes, available in the GGU Bookstore, or consult the free website http://dianahacker.com/writersref/resdoc.html

2. The University Library’s web site offers a wealth of information to guide you through the research process. Resources include a sample research paper and detailed information on evaluating and citing sources. Available at http://internet.ggu.edu/university_library/
3. An online tutorial, Core Research Skills, is designed to help you find, evaluate, and use library and online sources in your projects and papers. In every step of the tutorial, a reference librarian is available to help with specific research needs and questions. The tutorial is free and can be accessed at http://www.ggu.edu/cybercampus/FreeDemo

4. At the Writing Center, located in Room P-25 at the San Francisco campus, you work one-on-one with experienced writing tutors (most of them GGU instructors) who are familiar with the types of writing assignments common in GGU courses.

5. The Online Writing Lab (OWL) offers online writing help to GGU students. OWL tutors help you solve specific problems in the work you submit, and guide you through the writing process. The OWL is available at http://www.ggu.edu/academic_programs/division_general_ed/english_communications/online_writing_lab

6. Ask your instructor about Turnitin.com. Turnitin helps you avoid unintentional plagiarism. When you submit a paper to Turnitin’s website, it searches 4.5 billion pages of web and printed sources, documents any matches, and give you the source for each match. You can then be sure your sources are properly documented. Any instructor can set up Turnitin for his or her students to log in to. In addition, Turnitin’s homepage has research resources available to anyone at http://www.turnitin.com without logging in.

**Documenting Sources:**

**Just 4 Rules**

1. For short passages (usually under 40 words) quoted word for word, “put the quoted material inside quotation marks (like this is), and provide the author, date, and page number in parentheses right after the quotation” (Jones, 1999, p. 76).

2. For longer quotations,

   Instead of quotation marks, the quoted material gets its own paragraph, and the entire paragraph is indented (given wider margins than the rest of the paper, like this paragraph). Then the author, date, and page number appear in parentheses at the end of the paragraph, and outside the last period.

   (Jackson, 2003, p. 229)

3. If you use material from another source but change the wording (called paraphrasing), give the author and date in parentheses (Jones, 1999).

4. At the end of the paper, give full bibliographical information for all your sources on a page called References. There are different styles for documenting sources. GGU recommends the APA style, which is used in the social sciences. An instructor, however, may require another style, so ask. APA references (for a web site, book, and journal article) look like this:

   **References**


MGT 341 – Spring 2009
Page 6 of 6