



## TMGT 456 – Value Chain Control & Management COURSE SYLLABUS: Fall, 2014

**Instructor:** Jason Lee Davis, PhD – Associate Prof. & Sr. Grad. Faculty

**Office Location:** Charles Austin Engineering Building (Ag/IT), 213C

**Office Hours:** See [Instructor Schedule](#) on faculty webpage.

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**Faculty WebPage URL:** <http://www.JDavis.us/> or <http://faculty.tamuc.edu/jdavis/>

**Class WebPage URL:** <http://faculty.tamuc.edu/jdavis/tmgt/456/148/>

**Courseware URL:** <http://online.tamuc.org/>



### COURSE INFORMATION

**CRN:** 82504

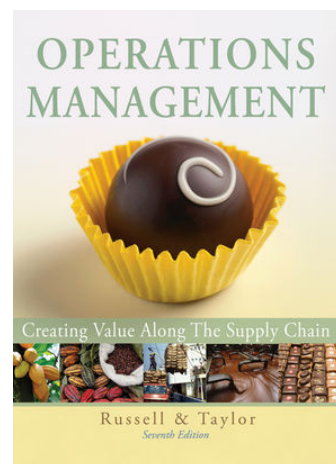
**Delivery format:** Online, Web-based. No required physical meetings.

**Semester Credit Hours:** 3 SCH

**Materials – Textbooks, Readings, Supplementary Readings:**

***Textbook Required:***

<b>Title:</b>	Operations Management: Creating Value Along the Supply Chain, 7 <sup>th</sup> ed.	
<b>Author:</b>	Roberta S. Russell & Bernard W. Taylor	
<b>Format availability:</b>	832 pages	List \$US
<b><u>Hardcover:</u></b>	ISBN-13: 978-0-470-52590-6	<b>\$232.95</b>
<b>Paperback:</b>	ISBN-13: 978-0-470-92251-4	<b>\$151.95</b>
<b>E-book:</b>	ISBN-13: 978-0-470-91394-9	<b>\$139.50</b>
<b><u>E-book digital rental</u></b>	(180 days):	<b>\$116.50</b>
<b>Publisher:</b>	John Wiley & Sons, Inc.	
<b>Publication date:</b>	2010	



**Course Description:** Value chain is a high-level management model of how businesses receive raw materials as input, add value to the raw materials through various processes, and sell finished products to customers. Prerequisite: TMGT 350 Principles of Technology Management

**TAMU-C Undergraduate Catalog:** <http://catalog.tamuc.edu/index.php>

**Course Objectives:**

The learning objectives of this course are threefold:

1. To gain an appreciation of the strategic importance of operations and supply chain management in a global business environment and to understand how operations relate to other business functions.
2. To develop a working knowledge of the concepts and methods related to designing and managing operations and to create value along the supply chain.
3. To develop a skill set for continuous improvement.

**Student Learning Outcomes:**

Upon satisfactory completion of the course the learner should be able to:

1. Understand the basic issues, capabilities, and limitations of the operations function.
2. Describe the impact of operations and supply chain management on other functions within a firm, as well as on the competitive position of the firm.
3. Describe the global nature of operations and the complexity of supply chains.
4. Describe the basic steps involved in bringing a product to market from its design through production and delivery.
5. Demonstrate fundamental skills as how to forecast demand, lay out a facility, manage a project, work with suppliers, and schedule work.
6. Conceptualize how systems are interrelated, to organize activities effectively, to analyze processes critically, to make decisions based on data, and to pursue for continual process improvement.
7. Students will enhance their comprehensive communication skills by providing written and multi-media descriptions, explanations, and interpretations of their solutions to operations problems.

<b>COURSE REQUIREMENTS</b>
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**IMPORTANT NOTICE!!! Grading policies and requirements identified in this syllabus are non-negotiable and will be followed in this course with all students held to an identical standard. If you do not agree with any requirement herein, believe any of them to be “unfair” or “unreasonable,” or believe that less should be expected of you than your classmates to earn a comparable grade, you should IMMEDIATELY DROP this course and re-evaluate your dedication to academic integrity and success!**

**Instructional Activities / Methods / Activities Assessments**

This is an online course which utilizes a variety of activities and assignments to assist students in achieving the course learning outcomes.

In the workplace, employees are expected to produce documents that are clear, error-free, and visually effective. Written products from the course must also satisfy these general requirements, be appropriate for a specific purpose, and meet the needs of the audiences of the communication. The same expectations are required in this course. As a senior level course, grammar, spelling, and demonstrated organization of thought will be considered in the grading of all assignments. Non-professional communication, such as texting “short-hand,” is not appropriate to be used in academic coursework or professional settings. Competencies will be measured through various student assignments.

## Grading

Evaluations of written and multi-media assignments will reflect the basic concerns of providing clear, error-free, and visually effective industrial communications. Generally each deliverable will be graded in accord with these requirements.

Additional grading criteria may be supplemented with more specific evaluation criteria including detailed grading rubrics for assignments or assignment sub-sets.

## ***Credit Activities - Assignments and Points***

### **Discussion Activities: 150 points (30% of total course grade) – 5 discussions @ 30pts each**

Five interactive discussion opportunities will be provided through the semester. These activities will make use of VoiceThread to facilitate a multimedia threaded discussion forum. Discussion activities may require responses, reflections, research, reports, etc. Students must make value-added contributions and responses to each of the topics presented for discussion. It is difficult to provide quality input with only one or two short comments. Better input earns better points. Comments limited to “me too,” “I agree,” and similar in content do not qualify as thoughtful, independent, and value-added contributions and do not earn discussion credit. Each of the five discussion activities requires a minimum of one original thread submission (20pts) and follow-up posts to two separate peer threads (10pts=5ptsx2).

### **Quizzes: 160 points (32% of total course grade) – 16 quizzes @ 10pts each**

Quizzes will be used to assess a student’s knowledge and skills related to course requirements and seventeen topical areas in value chain control and management. Quizzes will be given weekly throughout the semester to assess the material/topics covered in associated course readings and/or course activities. Quizzes will be multiple choice and/or multiple response. Quizzes are timed and can only be accessed once each; so, be ready to complete the entire quiz once it is entered. Quizzes automatically close at the posted deadline and will not be reopened for late submission. **Each quiz MUST be completed by the posted deadline or a zero will be earned.**

### **Presentation Project(s): 160 points (32% of total course grade)**

Each student will produce one or more Video Presentation Projects that address some aspect of the Course Objectives and/or Student Learning Outcomes (SLOs) for the course. These activities may include individual and/or group assignments and peer review activities. Project presentations will be made using Jing or other Web 2.0 technologies as assigned. Project details and specific requirements will be provided for each activity.

### **Required Weekly Check-ins (“Virtual Attendance”): 30 points (6% of total course grade)**

Two days per week minimum. A critical aspect contributing to student success in online courses is the facilitation of an active learning community. In order to interact and participate in ongoing and evolving dialog, post and respond to questions, contribute to the knowledge base, and remain aware of class dynamics, students must login regularly to identify opportunities for participation and be active participants whenever possible. Regardless of current assignments or activities, every student MUST login to the course a minimum of two (2) separate days each academic week (Monday-Sunday), with the exception of the first and last weeks of the semester. One login is required during the first and last week. The check-in during the final week must be made on or before Thursday of that week. These logins should be utilized as an opportunity to complete classwork and check announcements and

threads in the Virtual Classroom or other forums for valuable information and opportunities to contribute. A prudent student may well find themselves checking into the course on a daily basis. The courseware automatically tracks all student access. Logins are automatically logged by the courseware; however, the duration of time spent connected, as recorded by the courseware, is irrelevant and not factored into this grade. This requirement is separate from all other course activities. Check-ins in excess of two in a week cannot be “banked” or “rolled over” to following weeks. Likewise, missed check-in opportunities cannot be “made up” in following weeks.

Absences: There is no "excused absence" recognized in this course. If a student does not complete the required weekly check-in(s), they are considered absent for purposes of counting attendance, regardless of reason.

### Perfect Attendance Bonus: +5 points

Students who complete the introductory activities including introduction and photograph posting, within the first two weeks of the course, AND meet **all** weekly check-in requirements will earn a 5 point Perfect Attendance Bonus.

### Grading

Discussion Activities	150 points	30%
Quizzes (16)	160 points	32%
Presentation Project(s)	160 points	32%
<u>Attendance/Required Weekly Check-ins</u>	<u>30 points (+5 for perfect attendance)</u>	<u>06%</u>
<b>Total points possible for semester</b>	<b>500 points (505 w/ Bonus)</b>	

### Final Letter Grade via Points Earned

<u>%</u>	<u>Total Points</u>	<u>Grade</u>
90-100	448 – 500	A
80-89	398 – 447	B
70-79	348 – 397	C
60-69	298 – 347	D
≤ 59	≤ 297	F

Note: The point ranges identified here take traditional rounding based on 100% into account.

The official gradebook for the course is maintained by the instructor in an external spreadsheet. The eCollege gradebook feature, if made available, may be utilized by the instructor as a mechanism to provide student feedback on earned scores. In the event of any discrepancies between the official and eCollege gradebooks, the instructor's official gradebook will take precedence.

Your instructor genuinely desires to see all students perform exceptionally and earn a passing grade in this course. Likewise, your instructor also firmly believes in a student's right to fail, and shall not deny you that right should you so chose to earn that grade by virtue of your performance, or lack thereof, in this course. **YOU** determine your grade in this course by your performance, **NOT** the instructor!

Projects produced in this course that are deemed to be of sufficient quality may be utilized as examples in future offerings of this course.

**Non-credit Activities**

Certain activities may be required as part of the course but not be entered in the gradebook as credit activities. Such activities could include the introduction and roster photo posting, course intro activity, or other related activities. Although not conducted for credit, completion of certain activities may be required as internal prerequisite activities before proceeding to the credit-earning activities is permitted. For example, an initial prerequisite quiz covering the syllabus, academic honesty requirements, and other general course understandings may be administered requiring a score of 100% before further advancement in the course is permitted.

**General Rubric Scale for Evaluating Assignments**

Assignment specific evaluation rubrics may be provided within the course. Most assignments will use the following rubric scales, or an adjusted variation thereof:

- 0 No attempt at addressing the criteria is evident.
- 1 An attempt at addressing the criteria is evident; however, the implementation is unsuccessfully or incorrectly executed.
- 2 Criteria is implemented with minimal success and/or execution is well below a reasonable standard of expectation.
- 3 Criteria is marginally executed or implemented but with apparent room for improvement.
- 4 Criteria is successfully executed or implemented to an acceptable standard of expectation. Typical "good" score.
- 5 Criteria is fully and successfully executed or implemented to or beyond the highest standard of expectation. Has "wow factor."

**Assignment Submissions**

Submitted work must be readable and printable using a commonly available Microsoft product (included in Office Suite), Adobe Acrobat (.pdf format), or specified assignment-specific format. Any other formats will not be accepted without prior approval. Students must retain electronic copies of all submitted works and available for resubmission should unforeseen technical circumstances warrant.

The writing and reference formatting style identified in the current edition of the *Publication Manual of the American Psychological Association* (APA) is required for use on written assignments in this course and all courses offered within the TAMU-C Department of Engineering & Technology. The most critical aspect of writing with APA in this course is the observation of correct citation and reference requirements. Failing to properly cite the work of others constitutes plagiarism, an act of academic dishonesty resulting in disciplinary action. The approved TMGT Manuscript Guide provides program specific information on required and allowed variations from APA Style. These two sources are essential references in preparing written assignments for submission. Only specific assignment instructions supersede these established formatting and style requirements.

In the workplace, you are expected to produce documents that are clear, error-free, and visually effective in communicating the intended message. All work submitted for credit in this course must also satisfy these general professional expectations as well as be appropriate for the specific purpose and audience for which the communication is intended. Quality of work will be reflected in the assignment scores.

All work must identify the student and appropriate assignment identifier. Submissions without this required information will not be graded and a "0" will be assigned for that activity. This is part of "following instructions" and meeting the requirements of the course. Submissions MUST contain

the following information at the top of the page:

1. Your name
2. Course number (TMGT 455)
3. Assignment name, chapter number, or relevant identifier

Electronic file submissions MUST conform to the following naming conventions:

**Course Prefix&Number–Activity ID–LastNameInitial(s).FileExtension** (no spaces in filenames)

Examples:

TMGT456-ProblemSolving-BrowningJM.xlsx

TMGT456-Paper1-TeutulP.pdf

TMGT456-CaseStudy-LandryT.docx

### ***Timely Submission of Assignments***

**Assignments MUST be completed and submitted by the designated due dates, in the designated location. Some assignments may not be accepted late, for any credit. When eligible for late submission, full credit cannot be earned by late or incomplete assignments. Assignments lose 10% of their possible value each day late if submitted after the posted due date/time.** (e.g. Assignments lose all of their value at 10 days past due.) Further, **late assignment submissions may be rejected** at the instructor's discretion. A complaint regarding the late acceptance policy above would likely result in the outright and immediate rejection of a late submission. Any Quizzes that may be given in the course automatically close at the posted deadline and will not be reopened for retakes or late submission. Each quiz MUST be completed by the posted deadline or a zero will be earned. Unless indicated otherwise, posted assignments may be submitted early; however, students should be aware that this does not imply that assignments will be graded prior to the assignments' due date as assignments are typically evaluated as a group once all submissions have been received. All times specified in the course are in the Central Time Zone.

### ***Make-up and extra credit assignments***

**No make-up or extra credit assignments are available in this course.** Credit is earned exclusively by completing the required activities, as assigned, without exception.

### ***Grade of "X" (Incomplete)***

In accordance with the Academic Procedures stated in the TAMU-C Catalog, "students, who because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks will, upon approval of their instructor, receive a mark of 'X' (incomplete) in all courses in which they were maintaining passing grades." The mark of "X" is rarely applicable and will only be considered in strict compliance with University Policy upon submission of complete medical or other relevant documentation. Discovery of an impending failure of a course, although personally disappointing, DOES NOT constitute an emergency in academia and does not meet the criteria for the assignment of an incomplete.

## TECHNOLOGY REQUIREMENTS

### ***General Technology Requirements***

This is an online course; thus, access to a modern computer with a reliable, high-speed, Internet connection is required. You must also have sufficient administrative authority on your computer to download, install, and run the necessary software applications.

Your courses will work with a PC with recent OS versions or Macintosh OS X. Supported browsers include recent releases of Firefox, Aurora, Internet Explorer, Safari, or Chrome.

It is strongly recommended that you perform a “Browser Test” prior to the start of any on-line course. To launch a browser test, login in to eCollege, click on the “myCourses” tab, and then select the “Browser Test” link under Support Services.

### ***Course-specific Software/Hardware/Peripherals***

Students will make use of the following software applications to complete course assignments:

MS Office Suite (Word, Excel, & PowerPoint)

[Jing](#) (free version)

[VoiceThread](#) (Note that VoiceThread is now integrated directly into the eCollege system.)

Auxiliary Hardware/Accessories:

Computer Microphone (required, built-into most modern webcams)

Video Webcam (necessary for video requirement of VoiceThread Discussion Activities)

## ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamuc.edu/login.aspx>.

In the event the myLEO portal is ever inaccessible and you need to login to eCollege, you should also bookmark the direct URL for eCollege: <http://online.tamuc.org/>

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

To participate in the online course environment, login to eCollege and follow the instructions provided for each week of the course. Instructions, project guidelines, and relevant resources will be provided as needed throughout the course. The Virtual Classroom should be monitored and contributed to regularly (3 days per week minimum). Special announcements or instructions may also be placed in the announcements area or sent directly to your leo email, which should be monitored regularly throughout your enrollment at TAMU-C.

## COMMUNICATION AND SUPPORT

### ***Interaction with the Instructor***

The instructor is available via a variety of avenues. The best path depends on the nature of the content you wish to convey or ask. If you have a general question about the class content, the

syllabus and course materials are provided within the eCollege environment and may already provide the answer you seek. If you have a question or comment of the nature that would be presented in a traditional classroom environment, please do so in the Virtual Classroom so that others might benefit from and participate in the exchange. If you know the answer to a fellow student's question, please respond. Personal content involving grades, progress, etc. should be addressed with me via private e-mail: [Jason.Davis@tamuc.edu](mailto:Jason.Davis@tamuc.edu). Your name, CWID, and course number (if regarding a specific course) must be included in any and ALL electronic correspondence. All class related E-mail correspondence must have the following in the subject line:

TMGT 456 - *First Name, Last Name, subject of correspondence*

Of course, if you'd like to meet up for a face-to-face visit, drop by during my [office hours](#), or just let me know and we'll set-up a time to meet at my office in the Charles Austin Engineering Technology (Ag/IT) building, 213C. As there are occasionally meetings scheduled that conflict with normally scheduled office hours, an appointment is highly recommended.

My initially anticipated instructor office hours for this semester are:

Tuesday & Thursday 1:10pm -3:00pm

Wednesday 1:10pm - 2:00pm & 3:00pm - 3:30pm

however; this schedule is subject to change and students should refer to my current [office schedule](#) and contact me to confirm availability.

### **eCollege Technical Support**

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

- Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with an eCollege Representative.
- Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- Email:** [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) to initiate a support request with eCollege Technical Support Representative.
- Help:** Click on the '*Help*' button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...)

### **Writing Assistance**

Both on-site and online writing assistance is available through the University Writing Center. The Writing Center is dedicated to helping writers take advantage of all opportunities for learning inherent in the writing process; to that end, center tutors can assist writers at any stage of the writing process. By working with students one-on-one or in small groups, tutors can help writers analyze the rhetorical demands of the writing task, generate and focus ideas at the prewriting stage, ensure they are addressing the writing assignment directly and effectively, elaborate and rework a rough draft after hearing the writer read the draft aloud, discover their strengths and weaknesses in a particular rhetorical context, strengthen arguments, spot weak rhetorical choices and make more effective choices, and address formatting or other surface-level concerns. At no point do center tutors write these papers for the students. All writers working in the Writing Center maintain control of their work; tutors simply offer support and feedback and ask questions they may not have been asking themselves (or may not have even known to ask themselves).

For more information refer to the Writing Center's web pages at:

<http://web.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/writingCenter/default.aspx>



**Other Questions/Concerns**

Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.

<b>COURSE AND UNIVERSITY PROCEDURES/POLICIES</b>
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**Academic Honesty Policy**

Texas A&M University-Commerce does not tolerate **plagiarism** and other forms of academic **dishonesty**. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), auto-plagiarism (duplicate submission of single work for credit in multiple or repeated classes), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. All works submitted for credit must be original works created **by the scholar** uniquely for the class. Works submitted are subject to submission to TurnItIn, or other similar services, to verify the absence of plagiarism. Consequences of academic dishonesty may range from reduced credit on the plagiarized assignment to petition for removal from the academic program or institution, depending on the circumstances and extent of the violation; however, in typical instances, an automatic F in the course is considered appropriate as a minimum consequence.

Also, be aware that the statute of limitations for penalties for plagiarism does not end upon the completion of the course or even upon graduation. If an instance of plagiarism is found anytime after the completion of the course, the course grade is subject to change accordingly and any awarded degree utilizing the course is subject to revocation.

To avoid plagiarism, an individual must give credit whenever they:

- a) use another individual's idea, opinion, or theory;
- b) use facts, statistics, graphs, and drawings that are not common knowledge;
- c) use quotations of another individual's spoken or written words; or
- d) paraphrase another individual's spoken or written words.

Any works referenced must be properly cited in accordance with APA 6<sup>th</sup> edition style.

Web resources for reference regarding what constitutes plagiarism and how to avoid it include:

- <http://www.plagiarism.org/>
- <http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>
- <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

**Scholarly Expectations**

Work submitted is expected to demonstrate higher-order thinking skills and represent the student's best possible effort on the assignment. A student should NEVER ask an instructor what they made on a particular assignment for the purpose of determining how much effort to put into the next assignment. Any effort, on any activity, that is less than the student's best is insufficient and will most likely be reflected in the grade.

### **Late Work**

Projects and assignments **MUST** be completed and submitted by the designated due dates. Full credit cannot be earned by late or incomplete assignments. Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time. (e.g. Assignments can lose all of their value at 10 days past due.) Further, **late project submissions may be rejected** at the instructor's discretion. If a project incorporates peer review activities requiring that all projects be available at the beginning of the review period, one student will not be permitted to hold up the progress of the entire class and may be taken "out of the loop" if necessary to ensure the forward progress of the class.

### **Time Commitment (16-week term)**

In a college-level course, it is a reasonable and accepted expectation that a student will spend between three and four hours outside of class for each hour spent in class. This applies to on-line and web-enhanced courses just as it does to a tradition course when determining the total expectation of time that should be spent on a particular course per week, or day in the case of summer or sub-term courses. The activities in this course are based on a 15-week instruction schedule. An understanding of this expectation can help serve as a gauge for you to determine a range of how much time you will need to allow for and devote to each course. The average time commitment range calculation for a three Semester Credit Hour (3 SCH) course, such as this one, is show in the following table:

Average expected time spent on class or class related work.	Minimum expected average time based on 3:1 time ratio.	Maximum expected average time based on 4:1 time ratio.
"In" class per class week	2hr. 30min.	2hr. 30min.
"Outside" class per class week	7hr. 30min.	10hr. 00min.
<b>TOTAL Weekly Expectation</b>	<b>10hr. 00min.</b>	<b>12hr. 30min.</b>
<b>TOTAL Term Expectation</b>	<b>150hr. 00min.</b>	<b>187hr. 30min.</b>

### **Attendance**

All students must be active participants in class activities. In on-line courses, attendance is equated to the demonstration of an active, regular presence in the virtual course environment and appropriate progress toward timely assignment completion. An active presence may be shown through participation in, and contributions to, on-line class discussions and the Virtual Classroom. Regular attendance and assignment submissions are essential for success. Regular "check-ins" may be required and counted toward the course grade. If an extended situation arises during the course of the semester that prevents you being able to perform to a level allowing you to earn the grade you desire, it may likely be in your best interest to drop the course and re-enroll later. If you're planning an extended vacation during the semester that will interfere with your ability to participate as required, this will not be the time for you to take this class. Go ahead, drop the class, enjoy your vacation, and re-enroll in a semester in which you are ready to dedicate the time and effort necessary to be successful in your studies. Bottom line... Academic studies require significant effort and dedication. Either you're all in and committed, or you need to step back until you're ready and able to rise to the challenge.

### **Drops & Withdrawals (and understanding the difference)**

**Drop** – Removal of the student from one or more courses while remaining actively enrolled in one or more remaining courses in a given semester. A drop must be initiated by the student, with

reason, subject to instructor approval, or it may be initiated by the instructor in the case of excessive absences, at the discretion of the instructor. Drop requests **must** be submitted on or before the drop deadline. A student **may not** be dropped from a single course after the drop deadline is passed. Requests to drop a course are submitted via the student's myLEO account.

**Withdraw** – Elective removal of the student from **ALL** courses in which (s)he is enrolled in a given semester. A withdrawal request must be initiated by the student submitting the official [Withdrawal Form](#) to the Office of the Registrar on or before the last day to withdraw. Withdrawals cannot be initiated by instructors and do not require instructor approval.

During the open registration period at the beginning of the semester, students may add or drop courses without specific authorization (prerequisite requirements and permission-only courses excepted). Should the student determine it to be necessary to drop the course, or withdraw from the semester, it is the student's sole responsibility to submit the proper request **PRIOR** to the official deadlines to complete either of these actions. Drop/Withdrawal requests may **NOT** be submitted through your instructor and informing your instructor of your intent to take either action does not constitute your official request to do so. Instructor approval is required to drop the course after the end of the open-enrollment period and prior to the drop deadline. The student **cannot** be dropped after the drop deadline or withdraw after the withdrawal deadline. (This is university procedure, NOT an instructor decision.) The instructor is **required** to submit the actual grade earned by each student remaining on the official roster after the withdrawal deadline, regardless of the level of grade attainment.

The student is responsible for confirming official university dates/deadlines and meeting any and all necessary deadlines pertaining to drops & withdrawals. In the event of a discrepancy between a date provided in the course and a date on the official university calendar, the date on the official university calendar, or revised date officially announced by the registrar or other authorized university official, will take precedence.

### **ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**  
**Texas A&M University-Commerce**  
**Gee Library 132**  
**Phone (903) 886-5150 or (903) 886-5835**  
**Fax (903) 468-8148**  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)  
[Student Disability Resources & Services](#)

### **Student Conduct/Citizenship**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

Students are expected, at all times, to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time and effort toward the educational process.

At no time is a student allowed to exchange dialog with, make requests of, or make implications to a member of faculty that could be construed as a request for, or expectation of, preferential or differential treatment among members of a class. A student may not place an instructor in a position in which there is an expectation by the student that (s)he will be evaluated, assessed, or given consideration in a manner inconsistent with that of the entire class. All students within a class will be held to an identical standard of expectation and assessment, within the law.

### ***This Syllabus***

This syllabus constitutes the contractual document between faculty and students in the course. A student's continued enrollment in the course following the posting of the final, official syllabus at the beginning of the term signifies the student's understanding of and complete acceptance of this contract and the procedures, requirements, and evaluation criteria contained herein. Any student not accepting this contract is to immediately drop this course. The syllabus identifies credit-earning activities for which you will be responsible to submit in the course. The need to vary from the original syllabus is rare; however, unforeseen circumstances and logistical issues could arise during the course of a semester that necessitates a minor modification in the originally planned activities or procedures. Changes to a syllabus are not made without sufficient justification and assurance that any changes implemented would not impact the students' ability to complete the course. Any variations that may be determined necessary during the course by the instructor will be appropriately announced in the courseware along with relevant information pertaining to the modification and an updated version of the syllabus will be provided.

<b>COURSE OUTLINE / SCHEDULE</b>
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The course schedule is maintained on the class public website at:

<http://faculty.tamuc.edu/jdavis/TMGT/456/148/>

Students will need to monitor and reference this online course schedule regularly.

### TENTATIVE Schedule

Date		Class Activities/Assignments	Activities Due/Point Credits	Notes
<b>Week</b>	<b>beginning Monday,...</b>	<b>Assignments are due by midnight (CT), on Sunday of the week assigned, unless otherwise indicated.</b>	<b>Total = 500pts</b>	<b>Days are for the week indicated in the first column.</b>
<b>1</b>	Aug 25	Familiarize yourself with the courseware and follow the initial instructions provided in the online course. Post on-line introductions with photo for class roster. Acquire copy of required text and any necessary webcam hardware.	Preliminary Quiz - 10pts	The Preliminary Course Quiz must be completed with a score of 10pts by the end of Week 2 to proceed in course.
<b>2</b>	Sept 1	Chapter 1 & S1 – Introduction to Operations Management Chapter 2 – Quality Management Access VoiceThread and create your profile, if you do not already have one configured, and begin experimenting, practicing, and familiarizing yourself with the use of the tool for purposes of our upcoming Discussion Activities. The "VoiceThread Playground" has been set-up for this purpose.	Quiz 01 - 10pts Quiz 02 - 10pts	
<b>3</b>	Sept 8	Chapter 3 & S3 – Statistical Process Control (SPC) VT Discussion #1 Download, install, and practice using the free Web 2.0 application, Jing (screen recording application), for use in the upcoming video presentation of Projects. Begin Project 1	Quiz 03 - 10pts VT Discussion #1 Post - 20pts	Friday - Last day to apply for Fall Graduation VT post #1 may utilize text, voice, or video.
<b>4</b>	Sept 15	Chapter 4 – Product Design Chapter 5 – Service Design	Quiz 04-05 - 10pts VT Discussion #1 2 Responses - 10pts	
<b>5</b>	Sept 22	Chapter 6 – Processes & Technology VT Discussion #2	Quiz 06 - 10pts VT Discussion	VT post #2 may utilize text, voice, or video.

			#2 Post - 20pts	
6	Sept 29	Chapter 7 & S7 – Capacity and Facilities	Quiz 07 - 10pts VT Discussion #2 2 Responses - 10pts	Fri.-Sat., Oct 3-4 - 9th Annual <a href="#">Cotton Belt Railroad Symposium</a> @TAMU-C, Rayburn Student Center
7	Oct 6	Chapter 8 & S8 – Human Resources VT Discussion #3 Project 1 due Begin Project 2	Quiz 08 - 10pts VT Discussion #3 Post - 20pts	VT post #3 must utilize a minimum of voice or video. Completed Project 1 MUST be submitted by midnight, Wednesday.
8	Oct 13	Chapter 9 – Project Management	Quiz 09 - 10pts VT Discussion #3 2 Responses - 10pts	TAMU-C Homecoming Week
9	Oct 20	Chapter 10 – Supply Chain Strategy and Design VT Discussion #4	Quiz 10 - 10pts VT Discussion #4 Post - 20pts	VT post #4 must utilize video.
10	Oct 27	Chapter 11 & S11 – Global Supply Chain Procurement and Distribution	Quiz 11 - 10pts VT Discussion #4 2 Responses - 10pts	Thursday - Drop Deadline for full-term courses.
11	Nov 3	Chapter 12 – Forecasting VT Discussion #5 Project 2 due	Quiz 12 - 10pts VT Discussion #5 Post - 20pts	VT post #5 must utilize video. Completed Project 2 MUST be submitted by midnight, Wednesday.
12	Nov 10	Chapter 13 & S13 – Inventory Management	Quiz 13 - 10pts VT Discussion #5 2 Responses - 10pts	

<b>13</b>	Nov 17	Chapter 14 & S14 – Sales and Operations Planning Final Video Presentation (early submission opportunity)	Quiz 14 - 10pts	Project may be submitted by midnight, Wednesday for Early Submission Bonus (10pt.)
<b>14</b>	Nov 24	Chapter 15 – Resource Planning Final Video Presentation (due this week)	Quiz 15 - 10pts Project(s)- 160pts	Thanksgiving Holiday begins at noon, Wednesday. Completed Video Presentation MUST be submitted by midnight, Wednesday. Projects not submitted by midnight Sunday may be omitted by reviewers without penalty.
<b>15</b>	Dec 1	Chapter 16 – Lean Systems Chapter 17 – Scheduling Projects Self/Peer Evaluations including scores for Projects 1 & 2 and Video Presentations for all assigned peers due.	Quiz 16-17 - 10pts	Tuesday - Last day to withdraw from school.  Completed, self/peer evaluation forms MUST be submitted by midnight, Sunday.
<b>16</b>	Dec 8	THE END		
	Friday, Dec 12	COMMENCEMENT - Graduate Ceremony - 4:00pm		Congratulations Graduates!!!
	Saturday, Dec 13	COMMENCEMENT - Undergraduate Ceremonies - College of Science, Engineering		Congratulations Graduates!!!

Note: All times indicated are local time in the Central Time Zone.

Green - Chapter Readings/Quizzes

Purple - VoiceThread Discussion Activities

Blue - Presentation Project