

**MGT 501.02W**  
**Operations and Organizations**  
**Spring 2013 (1-14-13 to 3-1-13)**

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We will communicate via e-mail. I check my e-mail regularly. You should expect a response within 48 hours, assuming you follow instructions to put "MGT 501" in the subject line. You may post questions in Virtual Office if you believe other students may also benefit from the answer. If I do not respond promptly, please e-mail me because I do not frequent Virtual Office.

**\*\*VERY IMPORTANT WARNING\*\***

Always put "MGT 501" in the subject line of any course-related e-mail. I have designed my e-mail to filter e-mails into a separate folder for this course. If you do not follow these instructions, it is possible that your e-mail will get lost in a sea of other e-mails.

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**Two Required Readings:**

Operations Management for MBAs, by Shafer, Scott M. and Jack R. Meredith. 4<sup>th</sup> Edition. John Wiley and Sons, Inc., Hoboken, 2010. ISBN: 978-0-470-48576-7

Managing Organizations, by Duening, Thomas N. and John N. Ivancevich. 2<sup>nd</sup> Edition. Atomic Dog Publishing, Cincinnati, 2006. ISBN: 9781592602070

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**Course Description:**

A study of the major design and operating activities of the goods-producing and services organizations that includes product and process design decisions, and basic quality, inventory and operations planning and control. The study also includes the basic managerial functions of planning, organizing, leading (directing), and controlling.

**Grades:**

A = 90% and above  
B = 80 – 89%  
C = 70 – 79%  
D = 60 – 69%  
F = 59% and below

**Assignments:**

Quizzes:	20%
Final Exam:	20%
Discussions:	20%
<u>Term Paper:</u>	<u>40%</u>
<b>Total:</b>	<b>100%</b>

**4 Quizzes:**

20% of total grade (4 quizzes at 5% each). See schedule for quiz dates/chapters

**Final Comprehensive Exam:**

20% of total grade.

The final exam may include true/false, essay, or multiple choice questions from the assigned chapters.

**20 Weekly Discussion Postings:**

20% of total grade.

There are a total of 22 opportunities for discussion postings. I expect you to make a minimum of one posting to each discussion topic. You may choose to skip two topics. To receive a good grade on discussion postings, you must post at least once to each topic and each post must be of high quality. I expect you to discuss the question (or others responses) thoroughly. If you simply agree with what everyone else has said and don't truly contribute to

the discussion in a meaningful way, then your post will not count. In other words, it's okay to agree, but give your post some added value. A one line response will not be sufficient. Genuinely put some thought into your postings.

**GRADING:**

*The following rubrics will provide students a detailed look into how materials are graded.*

<b>RUBRIC FOR DISCUSSION BOARDS</b>					
<b>Criteria</b>	<b>Unacceptable 0-1 Points</b>	<b>Acceptable 2 Points</b>	<b>Good 3 Points</b>	<b>Excellent 4 Points</b>	<b>Assigned Grade</b>
<b>Frequency</b>	Participates not at all.	Participates 1-2 times on the same day.	Participates 3-4 times but postings not distributed throughout week.	Participates 4-5 times throughout the week.	
<b>Initial Assignment Posting</b>	Posts no assignment.	Posts adequate assignment with superficial thought and preparation; doesn't address all aspects of the task.	Posts well developed assignment that addresses all aspects of the task; lacks full development of concepts.	Posts well developed assignment that fully addresses and develops all aspects of the task.	
<b>Follow-Up Postings</b>	Posts no follow-up responses to others.	Posts shallow contribution to discussion (e.g., agrees or disagrees); does not enrich discussion.	Elaborates on an existing posting with further comment or observation.	Demonstrates analysis of others' posts; extends meaningful discussion by building on previous posts.	
<b>Content Contribution</b>	Posts information that is off-topic, incorrect, or irrelevant to discussion.	Repeats but does not add substantive information to the discussion.	Posts information that is factually correct; lacks full development of concept or thought.	Posts factually correct, reflective and substantive contribution; advances discussion.	
<b>Clarity &amp; Mechanics</b>	Posts long, unorganized or rude content that may contain multiple errors or may be inappropriate.	Communicates in friendly, courteous and helpful manner with some errors in clarity or mechanics.	Contributes valuable information to discussion with minor clarity or mechanics errors.	Contributes to discussion with clear, concise comments formatted in an easy to read style that is free of grammatical or spelling errors.	
<b>Total Points Possible: 20</b>					

**Term Paper:**

40% of total grade. See the Term Paper section under Course Home for detailed instructions. A grading rubric will be provided to students for the term paper.

Term papers must be submitted to the appropriate eCollege dropbox. Alternative methods of submissions will not be accepted. Do not e-mail attached files unless specifically requested to do so. Unrequested attached files sent by e-mail will be automatically deleted.

All term papers are automatically submitted to turnitin.com when they are uploaded to your dropbox. You must receive 25% or below or your paper will be reviewed for plagiarism.

**Comment on Academic Honesty:**

Students are expected to fully uphold the student policy regarding academic dishonesty. Failure to do so will result in an F in the course as well as the applicable university penalties being fully enforced. There seems to be a belief among many that anything found on the Internet is free to use as one wishes. The "cut and paste" option also makes it quite tempting. However, information on the web must be properly cited just as you would any "hard copy" periodicals. Keep the following in mind:

1. It is generally not advisable to quote anything verbatim in a paper unless there is an overriding reason to do so, such as the use of a particular phrase or sentence that illustrates a point well and should not be changed. When you do so, you must provide place the statement in quotes in addition to a footnote at the end of the quote. Not placing the statement in quotes implies that the wording is your own.
2. Changing a few words in a sentence (for example, "large" to "big") may alleviate the need for quotes (depending on how much you change), but it is not the best way to go. If you are not going to provide a direct quote, then the material should be stated in your own terms. Changing a couple of words implies laziness.
3. Every idea you get from another source must be cited. Placing 100 citations in a paper does not imply that the work is not original, but that you did a proper job of giving credit where it was due.
4. The real danger in a "cut and paste" approach to report writing is that you end up including a lot of information that is related to the topic about which you are writing, but does not really address what you are trying to say. Putting things in your own words allows you to focus your comments more effectively.

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. If you have any questions, please let me know.

### **Important Notes:**

1. EXTRA CREDIT IS NOT AWARDED in the course. Students are encouraged to apply maximum effort to each assignment and see me if there are questions or concerns *before* grades become a problem.
2. DEADLINES noted in this syllabus are absolute. Extensions will not be granted except in highly unusual circumstances, as they would result in unfair delays for returning grades and feedback to the rest of the class. You are encouraged to plan accordingly and complete your work in advance of the due date so that unforeseen circumstances will not create a hardship for you.
3. When PAGE MAXIMUMS are posted for assignments, you should infer that submitting a paper well short of the maximum is probably not advisable. In such cases, the depth of the assignment is not likely to be sufficient.

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*Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. For more information, please contact the Office of Advisement Services, Business Administration Building, Room 314, (903)886-5133.*

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## **Class Schedule:**

### **Week 1 (Jan 14 - 20)**

D&I chapter: 5

M&S chapter: 1

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### **Week 2 (Jan 21 - 27)**

D&I chapters: 6 & 7

M&S chapter: 2

**Quiz 1 available from 12:00am Wednesday, Jan 23<sup>rd</sup> until 10:00pm Sunday, Jan 27<sup>th</sup>**

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### **Week 3 (Jan 28 – Feb 3)**

D&I chapters: 8 & 9

M&S chapter: 3 & 4

**Quiz 2 available from 12:00am Wednesday, Jan 30<sup>th</sup> until 10:00pm Sunday, Feb 3<sup>rd</sup>**

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### **Week 4 (Feb 4 - 10)**

D&I chapters: 10 & 11

M&S chapter: 5

**Quiz 3 available from 12:00am Wednesday, Feb 6<sup>th</sup> until 10:00pm Sunday, Feb 10<sup>th</sup>**

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### **Week 5 (Feb 11 - 17)**

D&I chapters: 12 & 14

M&S chapter: 6

**Quiz 4 available from 12:00am Wednesday, Feb 13<sup>th</sup> until 10:00pm Sunday, Feb 17<sup>th</sup>**

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### **Week 6 (Feb 18 - 24)**

This week is intended for you to fully focus on completing your term paper and studying for your final exam, both of which are due next week (pay close attention to deadlines and plan ahead).

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### **Week 7 (Feb 25 – Mar 1)**

Term paper is due by Monday morning, February 25th. **No later than 8:00 a.m.**

**Final Exam available from 12:00am Sunday, February 24<sup>th</sup> to 10:00pm on Thursday, Feb 28<sup>th</sup>**

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