MGT 441
Purchasing & Supply Chain Management
Fall 2013

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The best way to contact me is by email or through the Virtual Office. This is an online course; therefore, expect most communication to be online. Each time you send an e-mail the subject line should read MGT 441 just as it appears here (MGT 441) ***to ensure that I receive the message. If you follow these directions exactly I will respond to emails within a 48 hour time period. If you do not follow these instructions exactly, I cannot assure you that I will respond as quickly because your e-mail will be lost in a sea of other e-mail messages.***

FYI: The Virtual Office (under the Course Home section) is a great means of communication if you have questions that others in the class may have as well. Let's use this to our advantage and feel free to respond to others' questions if you know the answer.

Textbook: Purchasing & Supply Management, 14th edition, by Johnson, Leenders, & Flynn; McGraw-Hill Irwin Publishers (ISBN 9780073377896)

Course Description/Objective: This course provides a study of the objectives, policies, principles, and methods of managing the supply function. Emphasis is given to the purchasing function and topics included are: materials and services planning, vendor selection and evaluation, raw materials and work-in-processes inventory management, and physical distribution of finished product.

Grading:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 00 – 59

Exams – 45%
Chapter/Case Discussions – 20%
Quizzes – 15%
Term Paper – 20%

Exams: There will be three exams given throughout the semester. Each exam is worth 15%. Exams will be available on Wednesday of the week they are scheduled with the exception of the Final Exam. The Exam will be due no later than 11:59 pm Friday. Please see the following schedule. The exams **will be timed** and can only be accessed once; therefore, once you begin you may not stop and come back to it later.

Quizzes: There will be 3 quizzes given throughout the semester in relation to the chapters that are being covered on those dates. Each quiz is worth 5%. Quizzes will be available on Wednesday of the week they are scheduled and end on Friday at 11:59 pm. Please see the schedule for the exact dates. Just as with the exams, the quizzes **will be timed** and can only be accessed once; therefore, once you begin you may not stop come back to it later.
There are no make-up quizzes for any reason. If you miss a quiz, you miss those points.

Chapter/Case Discussions: The discussion board is worth 20% of your grade and is a very important part of an online class environment. You must participate in each discussion assignment in order to receive credit. Failure to participate will result in a grade of zero. Most chapters will have a discussion area in which you will be required to discuss the various topics I have up, including cases in the text book, general topics, and "what would you do" scenarios. **Each student is required to post at least ONE original post using your own ideas and make at least ONE response to someone else's topic to receive full credit**. So…in other words, you must make two postings on every discussion.

Example: One original post and no response to someone else's posting will result in a grade of 50. Merely making a post to the topic will not ensure full credit. Discussions will be graded on content – in other words – quality control. I'm not grading you on length; however, one word posts will get you nothing. I want to see that you are actively participating and actually thinking about your posts and responses. I also expect the grammar, spelling, punctuation, and capitalization to be that of a college educated person. I don't want to see posts that look as if you are text messaging your best friend.

Each chapter's discussion will be open during the week it is scheduled and will be closed on Monday of the following week. For example, Chapter 1 discussion will be closed on Monday, September 2nd, so you will need to have posted to it before midnight on Sunday, September 1st. Please keep up with the scheduled readings for the week. Most weeks you will be required to post to two chapters as opposed to one. Once the chapter has been closed, it will not be re-opened.

Term Paper: You are required to complete a 5-page paper over a topic related to this course (topics will be posted in the Course Home section). The paper is worth 20% of your grade. Instructions and topics for the term paper can by found by clicking on DOC SHARING and TERM PAPER TOPICS. Please do not e-mail these papers to me. If you can see it in your drop box, then I can also see it. Papers are due on Wednesday, November 6th, by noon (12:00p.m.) **Any papers that are received past noon will automatically drop one letter grade. (**In other words, just get your paper in on time or feel free to submit it as early as you'd like. Procrastination is not recommended!)

Extra Credit: I do NOT assign extra credit work. Please do not ask.

Assignments will NOT be accepted after the posted due date. Late assignments are never accepted for any assignment points. Your best strategy is to plan for due dates and submit assignments early. Assignment submissions are to be in Microsoft Word or Excel version format as detailed in the assignment instructions. No other formats will be accepted. Papers submitted in any other format will receive a grade of zero.

First time eCollege users: eCollege is user-friendly, but I do recommend that you complete the tutorial that is on the same page where you enter the course (the welcome page). For any technical questions you may contact the eCollege Help Desk at 1-866-656-5511 or by e-mail at helpdesk@online.tamuc.org.

Accessing the Internet:
A&M-Commerce students may access the internet through any of the on-campus computer labs if needed. The Technology Services Office at A&M-Commerce provides the software and support necessary for students who wish to use their own computers to dial into the university server free of charge. A Dallas Metro telephone number is available.

Students with Disabilities:
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 – Room 132
Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Comment on Academic Honesty:
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.

"All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct)

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

MGT 441 – Tentative Schedule – Fall 2013

Week of:	Chapter:	Assignment:
Aug. 26-Sept. 1	Introduction week…… 1 Purchasing & Supply Management	
Sept. 2-8	2 Supply Strategy	
Sept. 9-15	3 Supply Organization	Quiz 1 (Wed., 11th)
Sept. 16-22	4 Supply Processes and Technology 5 Make or Buy, Insourcing, and Outsourcing	
Sept. 23-29	6 Need Identification and Specification 7 Quality	Exam 1 ~ Chps. 1-7 (Wed., 25th - Fri., 27th)
Sept 30-Oct 6	8 Quantity and Inventory 9 Delivery	
Oct. 7-13	10 Price	Quiz 2 (Wed., 10th)
Oct. 14-20	11 Cost Management	
Oct. 21-27	12 Supplier Selection	Exam 2 ~ Chps. 8-12 (Wed., 23rd - Fri., 25th)
Oct. 28-Nov. 3	13 Supplier Evaluation and Supplier Relations	
Nov. 4-10	14 Global Supply Management	Paper Due (Wed., 6th by 12:00 noon)
Nov. 11-17	15 Legal and Ethics	Quiz 3 (Wed., 13th)
Nov. 18-24	16 Other Supplier Responsibilities	
Nov. 25-Dec. 1	Catch up week….Happy Thanksgiving!	
Dec. 2-8	17 Supply Function Evaluation and Trends	
Dec. 9-13	Final Exam Week	Exam 3 ~ Chps. 13-17 (Opens: Mon., 9th Ends: Tues, 10th)

Grading Rubric

Category 1: Main Idea/Purpose/Meets Assignment

A - Writing clearly states and/or identifies the main idea or purpose and/or meets the criteria of the assignment.

B- Writing generally states and/or identifies the main idea or purpose and/or meets most of the criteria of the assignment.

C - Writing does not clearly state and/or identify the main idea or purpose and/or meets few of the criteria of the assignment.

D/F - Writing fails to state and/or identify the main idea or purpose and/or meets none of the criteria of the assignment.

Category 2: Language

A - Language sets a tone appropriate to the purpose and audience and is characterized by variety in word choice and sentence structure.

B - Language occasionally lapses in awareness of purpose and audience and is characterized by less varied word choice and sentence structure.

C - Language shows little awareness of purpose and audience and is characterized by sameness in word choice and sentence structure.

D/F - Language fails to recognize purpose and audience and is characterized by inappropriate or incomprehensible word choice and sentence structure.

Category 3: Organization/Development

A - Organizational structure illustrates a grasp of the main ideas, develops these ideas effectively, uses transitions competently, and results in a logical and clearly stated conclusion.

B - Organizational structure illustrates a satisfactory understanding of the main ideas, develops some ideas less completely than others, occasionally lacks transitions, and results in an adequate but less clearly stated conclusion.

C - Organizational structure is confusing or unclear, shows minimal development or understanding of the main ideas, uses transitions inadequately, and results in an illogical or unclear conclusion.

D/F - Completely lacks organizational structure, fails to identify or develop main ideas, has no transitions, and reaches no conclusion.

Category 4: Grammar and Spelling Mechanics

A - Has no errors in spelling, grammar and punctuation.

B - Has some errors in spelling, grammar and punctuation.

C - Has frequent errors in spelling, grammar and punctuation.

D/F - Has excessive errors in spelling, grammar and punctuation.