Syllabus - SCM 416: Procurement and Supply Chain Integration

Spring 2016, Tuesday, 6:00 - 8:45 p.m., Location MBEB 1107

John Allison, Adjunct Instructor

Contacting the Instructor
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Email: johnallison@boisestate.edu
Office Hours:
- By appointment only.
- To make an appointment, e-mail the instructor at least 48 hours in advance.
- Location: Adjunct Instructor offices on north side of MBEB Third Floor

Course Objectives
- Master essential knowledge areas in the fields of Procurement, and the Integration of Supply Chains
- Think strategically about supply management. This involves applying critical thinking skills, identifying important issues, making decisions about the value of different data, analyzing information, and assessing risks.
- Hone oral and written communication skills

<table>
<thead>
<tr>
<th>Students in this class will learn or practice the following COBE Core Curriculum concepts, methods, and skills:</th>
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<tbody>
<tr>
<td>1. Understand and apply analytical and disciplinary concepts and methods related to business and economics:</td>
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<tr>
<td>☑ 1.11. Supply Chain Management</td>
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<tr>
<td>☑ 2.1. Communicate effectively: Write messages and documents that are clear, concise, and compelling</td>
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<td>☑ 2.2. Communicate effectively: Give oral presentations that use effective content, organization, and delivery</td>
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<td>☑ 3. Solve problems, including unstructured problems, related to business and economics</td>
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<td>☑ 4. Use effective teamwork and collaboration skills</td>
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<td>☑ 5. Demonstrate appropriate principles of responsible business practices</td>
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<tr>
<td>☑ 5.1 Resolve issues related to Individual Responsibility (Business Ethics)</td>
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<td>☑ 5.2 Resolve issues related to Corporate Social Responsibility</td>
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<td>☑ 5.3 Resolve issues related to Leadership Responsibility (Corporate Governance)</td>
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<td>☑ 5.4 Resolve issues related to Environmental Responsibility (Environmental Sustainability)</td>
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<td>☑ 5.5 Resolve issues related to Cultural Responsibility (Diversity)</td>
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Text Book


Exams

- Four exams, in ascending order of topic scope and weighted value towards your overall grade.
- Exam #1 focuses on Purchasing Operations and Structure
- Exam #2 focuses on Strategic Sourcing
- Exam #3 focuses on Purchasing/Sourcing Processes
- Exam #4 focuses on Supply Chain Integration components of the course. It will also include selected key concepts dealt with earlier in the course (in other words, part of the exam will be “big-picture” comprehensive”).

All exams are closed book/closed note. Students missing an exam due to a documented required school function may make alternative exam arrangements as long as they discuss the absence with me and make arrangements at least one week prior to the exam date. Job interviews, weddings, etc. are not approved absences, so make sure to check the exam schedule before arranging other activities. Makeup exams due to an approved school function must be taken before the exam date. Any student absent on the day of an exam due to illness must email the instructor on or before the day of the exam with reason for the absence. Official documentation of the illness may be required. If you do not email me on or before the day of the exam you will be given a grade of zero. The final exam must be taken during the official exam period listed on the University Calendar.

Grading

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<tr>
<th>Assessments and Assignments</th>
<th>Approximate Weighting for Overall Course Grade</th>
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<tbody>
<tr>
<td>Exam #1</td>
<td>15%</td>
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<tr>
<td>Exam #2</td>
<td>15%</td>
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<tr>
<td>Exam #3</td>
<td>15%</td>
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<tr>
<td>Final Exam</td>
<td>25%</td>
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<tr>
<td>Assignments/Quizzes</td>
<td>30%</td>
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</tbody>
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100%

Grading Scale

- 93.0 and up: A
- 90.0-92.9: A-
- 87.0-89.9: B+
- 83.0-86.9: B
- 80.0-82.9: B-
- 77.0-79.9: C+
- 73.0-76.9: C
- 70.0-72.9: C-
- 60.0-69.9: D
- Below 60.0: F

Assignments

Pre-class readings will be assigned from texts, cases, and/or articles. These readings will be accompanied by a set of discussion questions based on the readings.

Quizzes

Quizzes may be conducted throughout the duration of the course, typically covering previous lecture topics.

Make-ups, Late assignments

Make-up exams and quizzes will not normally be given. At the instructor's discretion, appointments can be made to take exams in cases of excused absences provided that arrangements are made in advance when possible. The instructor reserves and generally exercises the right to not accept late assignments. In the case that late assignments are accepted they will be docked a minimum of one letter grade for each day late.

Grading Issues

From time to time issues arise regarding the grading of an exam question or other item. Questions or other issues regarding the grading of an exam or other written work should be addressed to the instructor within 3 business days of the day that the work in question is returned to the student. When such issues arise the instructor typically asks students to make their case in writing.
Blackboard
All students must be registered blackboard users (you must have a username and password). Be sure you are registered for the course in blackboard: When you log on to blackboard, you should see this course listed under your courses. Make sure your preferred email address is linked to blackboard.

Academic Honesty
High standards of student conduct and academic honesty will be expected and enforced. In addition to avoiding conduct prohibited by the Academic Dishonesty section of the BSU Student Handbook, students should make sure to perform individual assignments without unauthorized assistance and take care to cite references and outside sources as appropriate. In particular, students should be aware that copying ideas or material from the Internet and representing them as their own constitutes plagiarism. Failure to reference sources in written work will result in a failing grade. The Student Code of Conduct, which includes information on academic dishonesty and describes the reporting and the Conduct hearing processes, can be found at: http://www2.boisestate.edu/studentconduct.

Writing Standards
All prepared work should be typed, spell and grammar-checked. The COBE Writing Styles Guide will be the writing standard we use in this class. The guide lays out a set of basic writing standards that will be used across all courses in the College of Business and Economics. These standards are a subset of rules about good writing taught in English and Communications courses and emphasize professional communications in the workplace. In our class, a component of your grade for any writing assignment will be based on meeting the standards in the GUIDE and the norms of standard written English.

Changes in Daily Schedule for Course
This syllabus provides a general plan for the course; deviations may be necessary. Changes will be announced in class; and the course schedule on blackboard will also be updated. If you are absent from class, it is your responsibility to learn about any schedule revisions. Every effort will be made to keep the exam dates firm. However, students should expect some changes in the anticipated schedule for other items. When changes to the online daily schedule occur, students will be notified in class and by email.

Attendance
Attendance is NOT optional. It is required. In cases of excessive absences, the instructor reserves the right to (a) drop a student from the class and/or (b) lower the student's course grade. You are responsible for all of the information presented, ideas discussed and general business conducted in each class. If the instructor is more than 15 minutes late, you may assume that class is cancelled for that day only. If BSU is closed due to reasons such as poor weather, assignments (including exams) will be due the next scheduled class after re-opening of the school.

Preparation
You should plan on spending at least 2 hours of out of class time for every hour of class time. Assignments are posted on the web for each day (on the daily schedule). You should do these before class.

Class Participation
Participating in class is not optional. Everyone is expected to answer and ask questions, to challenge the instructor as needed, and to otherwise participate in class. Simply attending class is not the same as actively engaging in it.