



# **SCM 3301 Supply Chain Management Fundamentals**

## **ONLINE COURSE**

<b>Section:</b>	<b>15571</b>	<b>17385</b>
<b>Professor:</b>	Dr. Bradley Miller	Dr. Dale Tibodeau
<b>Office:</b>	Melcher 260D	Melcher 275F
<b>Email:</b>	bdmiller@central.uh.edu	dltibodeau@Central.UH.EDU
<b>Office Hours:</b>	By Appointment Only	By Appointment Only

### **Course Description:**

Supply Chain Management (SCM) is the practice of designing, procuring, producing, and delivering goods and services that create value for customers. SCM involves the collaboration of various functional groups including Marketing, Sales, Engineering, Accounting, Finance, Information Systems, Production, and Management both inside and outside an organization. This course introduces a broad range of topics related to Supply Chain Management principles throughout the **Plan – Buy – Make – Deliver** cycle. Topics include Strategy Development, Forecasting, Sales and Operations Planning, Purchasing Strategies, Supplier Management, Process Selection, Scheduling, Project Management, Process Analysis and Improvement, Inventory Management, Statistics Basics, Transportation, and Global Logistics. This course is intended to be an introduction to the Supply Chain Management as a Major and as a Career and provides a foundation for more in-depth study within the Supply Chain Management Curriculum.

## Expected Learning Objectives:

At the conclusion of this course, students will be expected to:

- Understand and appreciate the complexity of Supply Chain Management
- Understand the interaction between Supply Chain functions and other business functions
- Describe what is meant by Supply Chain Management and explain why activities in these are critical to an organization's survival
- Identify academic and career opportunities in Supply Chain Management
- Explain some of the key ideas surrounding Supply Chain Strategies including the concepts of customer value, performance trade-offs, order winners/qualifiers, strategic alignment, and core competencies
- Describe qualitative and quantitative forecasting techniques
- Be able to calculate basic forecasts and their accuracy
- Understand the relation between forecasting proficiency and business strategy
- Describe why sales and operations planning (S&OP) is important to an organization and the Supply Chain
- Describe the differences, strengths, and weaknesses between a variety of S&OP strategies
- Identify and describe the various steps of the strategic sourcing process, and apply some of the more common analytical tools
- Describe how different manufacturing process choices support different market requirements
- Describe major considerations and tools utilized when managing a project
- Utilize simple project schedule management techniques
- Understand the role of scheduling and MRP in establishing a robust Supply Chain
- Understand the principles of Process Analysis and Process Mapping
- Describe the definitions, dimensions, and improvement of quality
- Understand the foundational elements of Lean and Six Sigma
- Describe the various roles of inventory
- Understand the basic elements of probability: Service Levels and Stockouts
- Be able to calculate restocking levels, EOQ, Safety Stock
- Describe how inventory decisions affect other areas of the Supply Chain
- Discuss the elements and purpose of a logistics strategy
- Understand the features of a variety of modes of transportation
- Describe the importance of global logistics

## Course Materials:

Course Notes and Resources available on Blackboard:

- <http://accessuh.uh.edu>
  - Login using your CourgerNet ID
  - Click on Blackboard Learn

*Watch the video tutorial entitled "Tour of this Blackboard Website"*

*This video is available in the Course Syllabus section of Blackboard*

*The video demonstrates all the resources and features of our course Blackboard site*

- Note slides (PPT), Video Lectures, Practice Problems, Exam Reviews are posted to Blackboard
- Articles, Cases, and Supply Chain Management information are available on Blackboard
- MyOMLab Registration and Access Link is available on Blackboard (**REQUIRED**)

**Required: MyOMLab Webpage Access** must be obtained within the first week of class  
(includes eText access to the textbook)

*Watch the video tutorial entitled "Registering for MyOMLab through UH Blackboard"*

*This video is available in the MYOMLAB section of Blackboard*

*The video demonstrates, step-by-step, how to register for access to MyOMLab*

*Additional MyOMLab information is available in the MYOMLAB section of Blackboard.*

This course will utilize study material and dynamic study modules provided by the MyOMLab website hosted by the Pearson textbook publisher. As a result, it is mandatory that every student have individual login access to MyOMLab (a link is located on Blackboard). The purchase of a MyOMLab license includes access to the Guided Learning Modules required for the course as well as an electronic version of the textbook. Before purchasing or renting a paper copy of the textbook, consider the additional cost of purchasing a MyOMLab license.

- REQUIRED: MyOMLab access available through Blackboard link, which includes eText of Bozarth & Handfield, *Introduction to Operations and Supply Chain Management Fifth Edition*.
- OPTIONAL Hardback Textbook: Bozarth & Handfield, *Introduction to Operations and Supply Chain Management Fifth Edition*, 2019, ISBN:0134740602. Buying the paper textbook is NOT required as MyOMLab access includes the eText.

*NOTE: MyOMLab is available for a temporary, one time, 14-day trial period. This trial period cannot be renewed. If you would like access to MyOMLab beyond the 14-day trial period, you MUST purchase the upgrade to full access:*

<https://support.pearson.com/getsupport/s/article/MyLab-Mastering-Change-Temporary-Access-to-Full-Access>

### **Course Guidelines:**

#### *Academic Integrity Policy:*

Any material submitted for course credit must be your own work. Students are not permitted to discuss, read, etc. the work, thoughts, and ideas regarding the assignments or exams with other students who have taken the course in the past, are currently taking the course, or will take the course in the future. Academic misconduct is a serious threat to the integrity and value of your degree. The instructors will strictly follow the University of Houston Academic Honesty Policy (<http://www.bauer.uh.edu/current/academic-honesty.php>) in areas of plagiarism, fabrication, cheating, misrepresentation of identity, and other forms of academic misconduct.

- Suspected cases of academic misconduct will be reported to the University Registrar.
- Typical penalties include a failing grade in the course and academic probation.
- Penalties for violating the University Academic Honesty Policy may include dismissal from the University.

#### *Special Accommodations to Increase Course Performance:*

Do you experience testing anxiety or have trouble finishing exams in the time allotted? There is an on-campus resource that provides a private, quiet test-taking environment and extended time to complete exams. Additionally, if you need an accommodation based on either a temporary or permanent disability or limitation, register with the Justin Dart, Jr. Student Accessibility Center at <https://www.uh.edu/accessibility/JDCenter@central.uh.edu>, or by calling (713) 743-5400 within the first two weeks of class. The instructor will rely on the Accessibility Center for assistance in verifying need and developing accommodation strategies.

#### *Counseling and Psychological Services:*

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS by calling 713-743-5454 for routine appointments or if you or someone you know is in crisis. Visit their website: [www.uh.edu/caps](http://www.uh.edu/caps). Also, there is no appointment necessary for the "Let's Talk" program, which is a drop-in consultation service at convenient locations and hours around campus. [http://www.uh.edu/caps/outreach/lets\\_talk.html](http://www.uh.edu/caps/outreach/lets_talk.html).

#### *Responsibility for Understanding Video Content:*

It is EXPECTED that students will watch the lecture videos and take notes. Because certain portions of this course are quantitative and other portions of the class contain instructor insight and content that cannot be obtained from the textbook, it will be difficult for you to do well if you do not attentively watch these videos. The Instructor and Assistants are under no obligation to repeat or summarize class content for students who do not watch the course videos with the objective of learning the course material.

## Quizzes:

There will be six (6) open-book quizzes. Each quiz will consist of 20 multiple choice questions that must be answered within 5 hours of starting the quiz (although the quizzes are designed to be completed by most students within 15 – 30 minutes). The quiz timer cannot be paused. Therefore, make certain you are ready to take the quiz prior to opening the quiz in Blackboard.

Each quiz will test your proficiency with the material presented within the Session Videos assigned for the course. The quiz content will primarily be focused on:

- Mathematical concepts presented within the Session Videos and covered in the Practice Problems
- Within each lecture video, there will be multiple video profiles describing Supply Chain Management Careers, Supply Chain Management Professionals, Profiles of Bauer Supply Chain Management Graduates, and Previews of Supply Chain Management In-Major Courses. Each quiz will contain questions designed to determine whether the student has watched these mid-session profile videos.
- Occasionally, Supply Chain Management Concepts will be covered in these quizzes.

To prepare for these quizzes:

- In the Quiz Section of Blackboard, identify the specific Video Sessions that will be covered on the Quiz.
- Watch the relevant Session Videos and take notes
- Practice the math from the Session Video using the Practice Problems located in the Practice Problems Section of Blackboard
- Open the Session PPT files and any notes. It may be helpful to have the Session Videos open in a Web Browser in case you need to go back into the Session for information during the Quiz.

Quizzes are due PRIOR TO midnight on the dates listed in the course schedule. Late quiz submissions will not be accepted. There are no provisions for missed assignments for ANY reason. Therefore, it is strongly suggested that students begin completing assignments well before the final deadline to avoid potential delays caused by software or hardware malfunctions.

## Exams:

There will be three (3) closed-book, non-cumulative exams. A PDF and VIDEO exam review will be provided prior to each exam. There is no comprehensive final exam. **YOU WILL TAKE THE EXAM AT YOUR HOME ON YOUR HOME COMPUTER USING THE RESPONDUS LOCKDOWN BROWSER.** You will NOT need to come to campus to take the exam, you may take the exam from home. This exam has been especially designed to be taken away from campus. These exams will be administered through Blackboard using the Respondus Lockdown Browser.

There will be one specific date for each exam, clearly listed in the syllabus and on Blackboard. You **MUST** access and take the exam sometime between 9am – 10pm on that date.

Before starting the exam, make sure you have a stable internet connection. This is a requirement for the course and exams will not be reset for internet outages. If you are concerned about your internet connection, always have a backup internet source available. We have configured the exams such that if you get “kicked out” of the exam, you may reopen the exam to finish. Keep in mind that the timer continues to count down in the background whether you are looking at the exam or connected to the internet or not.

For the best results, you should use the Google Chrome or Firefox Web Browsers. **DO NOT** use Apple Safari.

Exam questions will be presented one-by-one. You will be shown a question and required to answer that question before moving to the next question on the exam. Once you have answered a question, you **MAY NOT** return to earlier questions. **MAKE SURE YOU SELECT AN ANSWER EVERY QUESTION.** Do not skip any questions.

**It is each student’s responsibility to plan their schedules to take each exam when scheduled.**

## **Exam Attendance:**

**Attendance at all examinations is required and absences are not excused.**

Each student must access the examinations during date and times clearly stated in the syllabus schedule.

Business related absences and conflicts are not excused.

Routine illnesses are not excused.

Traffic and weather related absences are not excused.

Mechanical car issues are not excused (there are many alternative options for transportation)

Exceptions to this policy will ONLY be considered with advance notice or under extreme hardship conditions, and with appropriate, verifiable documentation. If you miss an exam date, email your instructor to determine what accommodations, if any, may be offered.

These important dates are highlighted in the syllabus. Arrange to clear your schedule now. Absences to an examination will result in a grade of 0 for the missed examination.

**Successful completion of Blackboard exams WITHOUT ANY intervention of the instructor will be awarded a Quiz grade of 100% for each exam attended successfully.**

Because there are three exams, there are three of these corresponding "Quiz Grades" available. To receive 100% credit for this quiz grade, students must INDEPENDENTLY:

- Access and complete the exam on Blackboard on the date and within the time stated in the schedule.

A grade of "0" for this Exam-Attendance Quiz Grade will be recorded for ANY interventions required by your instructor. These include the following:

- Scheduling an early or late makeup exam due to a legitimate, documented hardship condition (such as a hospitalization during the exam session)
- Any failure of the student to attend the exam during the scheduled exam time slot
- Requests for the instructor to provide Blackboard Notes/Practice Problems/Study Guides during the testing days (when Blackboard functionality will be disabled)

## **Studying, Practice, and Help:**

It is strongly advised to review and study course material at regular intervals throughout the semester.

To encourage the studying that will help every student perform to the best of their abilities in the course, each student will be required to complete a series of Guided Learning Modules (GLM) throughout the semester through MyOMLab. These modules will help students digest textbook-related material at a customized pace depending on your proficiency at particular topics. Each chapter module is designed to take approximately 30 minutes to complete, although students will have several days to work on each assignment. There are no provisions for missed assignments for ANY reason. Therefore, it is strongly suggested that students begin completing assignments well before the final deadline to avoid potential delays caused by software or hardware malfunctions. Completion of these modules, as recorded at 11:59pm on the due date, will contribute toward your course grade.

When calculating final grades for the course, any Guided Learning Module that is 80% complete or more will be calculated as a 100% grade contribution. Any completion of less than 80% will be calculated using the percentage grade listed in the Blackboard gradebook.

## **Performance Evaluation Criteria:**

Highest Examination Grade	100 points x 2.50	(approximately 27.2% of your grade)
Middle Examination Grade	100 points x 2.40	(approximately 26.1% of your grade)
Lowest Examination Grade	100 points x 2.30	(approximately 25.0% of your grade)

Overall Quiz Average	100 points	(approximately 10.9% of your grade)
<ul style="list-style-type: none"><li>• 6 graded open-book quizzes (on Blackboard)</li><li>• PLUS attendance at 3 exams without instructor intervention</li><li>• TOTAL: 9 “quiz” grades</li><li>• Average the TOP 8 quiz grades (drop the lowest 1)</li></ul>		

Overall Guided Learning Module Average	100 points	(approximately 10.9% of your grade)
<ul style="list-style-type: none"><li>• 12 Guided Learning Modules (GLMs) (within Pearson's MyOMLab)</li><li>• Get at least 80% of a module correct for full credit (100%)</li><li>• You may initiate a Guided Learning Module as many times as needed to maximize your grade</li><li>• Average the TOP 11 grades (drop the lowest 1)</li></ul>		

### **To calculate your final course grade**

- Calculate the average of your top 8 quiz grades and top 11 GLM grades
- Multiply your exam grades by the multipliers listed above
- Add all of these weighted grades together
- Divide this weighted total by **9.2**.

An Excel-based grading “Calculator” is posted on Blackboard to help you in determining your grades. The grading calculator will allow you can enter your exam, quiz, GLM scores and bonus points and see your expected grade. Extra Credit will NOT be provided. You should plan to earn the numerical grade that corresponds with the letter grade you desire.

### *Grading:*

Grades will not be curved or rounded up. A description of the instructor’s policy on assigning final grades has been posted on Blackboard. Your expectations for assignment and examination grades should be based upon the grade you expect to receive in the class, not on your relative performance to classmates. The grading scale is as follows:

A-	90.0 – 92.99	A	93.0 – 100		
B-	80.0 – 82.99	B	83.0 – 86.99	B+	87.0 – 89.99
C-	70.0 – 72.99	C	73.0 – 76.99	C+	77.0 – 79.99
D-	60.0 – 62.99	D	63.0 – 66.99	D+	67.0 – 69.99
		F	Below 60.0		

The stated schedule and procedures in this course are subject to change at the instructor’s discretion in the event of extenuating circumstances.

**Continued enrollment in this course indicates that the student has carefully read the syllabus and assumes responsibility for meeting these course requirements.**

# COVID-19 Special Course Requirements

## Required Language for UH Courses

### Face Covering Policy

To reduce the spread of COVID-19, the University strongly encourages everyone (vaccinated or not) to wear face coverings indoors on campus including classrooms for both faculty and students.

### Presence in Class

Your presence in class each session means that you:

- Are NOT exhibiting any [Coronavirus Symptoms](#) that makes you think that you may have COVID-19
- Have NOT tested positive or been diagnosed for COVID-19
- Have NOT knowingly been exposed to someone with COVID-19 or suspected/presumed COVID-19

If you are experiencing any COVID-19 symptoms that are not clearly related to a pre-existing medical condition, do not come to class. Please see [Student Protocols](#) for what to do if you experience symptoms and [Potential Exposure to Coronavirus](#) for what to do if you have potentially been exposed to COVID-19. Consult the (select: [Undergraduate Excused Absence Policy](#) or [Graduate Excused Absence Policy](#)) for information regarding excused absences due to medical reasons.

### COVID-19 Information

Students are encouraged to visit the University's [COVID-19](#) website for important information including on-campus testing, vaccines, diagnosis and symptom protocols, campus cleaning and safety practices, report forms, and positive cases on campus. Please check the website throughout the semester for updates.

### Vaccinations

Data suggests that vaccination remains the best intervention for reliable protection against COVID-19. Students are asked to familiarize themselves with pertinent [vaccine information](#), consult with their health care provider. The University strongly encourages all students, faculty and staff to be vaccinated.

### Reasonable Academic Adjustments/Auxiliary Aids

The University of Houston complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for disabled students. In accordance with Section 504 and ADA guidelines, UH strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact [the Justin Dart Jr. Student Accessibility Center](#) (formerly the Justin Dart, Jr. Center for Students with DisABILITIES).

### Excused Absence Policy

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston [Undergraduate Excused Absence Policy](#) and [Graduate Excused Absence Policy](#) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Under these policies, students with excused absences will be provided with an opportunity to make up work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to [military service](#), [religious holy days](#), [pregnancy and related conditions](#), and [disability](#).

### Recording of Class

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student Accessibility Center](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with anyone without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

### Syllabus Changes

Due to the changing nature of the COVID-19 pandemic, please note that the instructor may need to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible through blackboard announcements and course emails.