



SCM 3301 Supply Chain Management Fundamentals

Spring Semester, 2019

Section:	4594	17870	
Date/Time:	M-W 1:00pm – 2:30pm	M-W 4:00pm – 5:30pm	
Location:	MH 160	MH 128	
Professor:	Dr. Bradley D. Miller	Hannan Sadjady Naeeni	
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Office Hours:	Immediately Following Class Or by Appointment	Immediately Following Class Or by Appointment	

Section:	10292	9406	9407
Date/Time:	T-TH 10:00am – 11:30am	T-TH 11:30am – 1:00pm	T-TH 2:30pm – 4:00pm
Location:	MH 170	MH 170	CEMO 105
Professor:	Dr. Arunachalam Narayanan	Dr. Arunachalam Narayanan	Lei (Raymond) Fan
Office:	260-E Melcher Hall	260-E Melcher Hall	284 Melcher Hall (Inside Suite 275)
Email:	anarayanan@bauer.uh.edu	anarayanan@bauer.uh.edu	raymondfan@bauer.uh.edu
Office Hours:	Immediately Following Class Or by Appointment	Immediately Following Class Or by Appointment	Immediately Following Class Or by Appointment

Communication:	<p>Please use our Instructional Assistants (IAs) as a first point of contact.</p> <p>The Instructional Assistant's contact information and office hours are listed on the front page of Blackboard Announcements. The Instructional Assistants may be contacted through Blackboard Email by Selecting:</p> <p style="text-align: center;"><i>Email-Single/Select Groups-Instructional Assistants</i></p> <p>Our course Instructional Assistants will be able to answer most of your questions and will be a resource for:</p> <ul style="list-style-type: none"> Course Administrative Questions Course Schedule Questions Website/Blackboard/OMLab Questions Exam Scheduling Questions (CASA) Exam Review Questions Appointments to Review Exams Class Absence Questions 	
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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, and Logistics. This course is intended to be an introduction to the Supply Chain Management and provides a foundation for more in-depth study within the Supply Chain Curriculum.

Course Prerequisite:

The prerequisite for this course is MATH 1313. Students failing to meet this prerequisite (which covers algebra, basic probability and statistics) will be dropped from the course.

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
- Describe the importance of 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) are posted to Blackboard prior to each class meeting
- Articles, Cases, and Supply Chain Management information will be posted when needed
- Practice Problems, Exam Reviews, and Study Materials are updated frequently
- MyOMLab Registration and Access Link is available on Blackboard

Textbook and Required MyOMLab Webpage Access must be obtained within the first week of class

See the document entitled “What are my options for buying a textbook and MyOMLab access?”

This document is available in the Course Syllabus section of Blackboard

The document explains the various resource requirements for this course

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, quizzes, dynamic study modules, and assignments 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 all the graded assignment resources required for the course and can include 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 with eText Access Card for Bozarth & Handfield, *Introduction to Operations and Supply Chain Management, Fifth Edition* ISBN: 0134740602 available at the UH Bookstore or through the link provided on Blackboard.
- OPTIONAL Hardback Textbook: Bozarth & Handfield, *Introduction to Operations and Supply Chain Management* Fifth Edition, 2019, ISBN:9780134740607 [NOTE: Fourth Edition of the Hardback Textbook is acceptable]

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 University of Houston Center for Students with DisABILITIES (CSD: www.uh.edu/csd) within the first two weeks of class. The instructor will rely on the CSD 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 (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. 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.

Class Attendance and Absences:

It is EXPECTED that students will attend class 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 miss class. If you need to miss a class lecture for any reason, please make an effort to attend one of the other class sections or arrange to get a copy of the notes from one of your classmates. The Instructor and Assistants are under no obligation to repeat or summarize classroom activity for students who do not attend a class.

Each student is responsible for all material presented, assigned, or collected during this course, regardless of whether absent or present.

Class Conduct:

Please turn off all phones/electronic communications devices while in class to avoid distracting the instructor and/or other students. Students are expected to be attentive, engaged and respectful to both the instructor and the other members of the class. On-time attendance is essential for getting the most from the course.

Quizzes:

There will be six (6) open-book quizzes. All quizzes will be administered through the MyOMLab link provided on Blackboard. These quizzes are structured to give students the opportunity to practice recognizing key Supply Chain Management principles and performing calculations in advance of testing dates. Thus, these quizzes are typically scheduled immediately following lectures in which quantitative Supply Chain Management principles are discussed.

Quizzes will ALWAYS be DUE on a Sunday evening and must be COMPLETED and SUBMITTED no later than 11:59pm. You may take the quiz at your convenience any time within the week prior to the due date. Each quiz will consist of 20 multiple choice questions that must be answered within five hours of starting the quiz (although the quizzes are designed to be completed by most students within 45 – 90 minutes). You may close the browser or turn off your computer in the middle of the quiz, but you must return to complete the quiz within 5 hours of when you started the quiz – the quiz timer cannot be paused. Therefore, make certain you are ready to take the quiz prior to opening the quiz in MyOMLab.

Late quiz submissions will not be accepted. There are no provisions for missed quizzes for ANY reason. Therefore, it is strongly suggested that students begin taking the quiz 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 written and in-class exam review will be provided prior to each exam. There is no comprehensive final exam. These exams will be administered through the University of Houston's Center for Academic Support and Assessment (CASA). The location of each exam will be announced on Blackboard and in Class prior to each exam.

Information about the testing facility, creating a free account (required), guidelines, and scheduling exams can be found at <http://www.casa.uh.edu> or by visiting the CASA testing center. The dates (typically 3 – 5 days for each exam) during which exams may be scheduled is posted in the "Course Schedule and Due Dates" document available on Blackboard. You may schedule the specific time and date for taking your exam 2 weeks prior to the first available exam date up until 11:59pm the day before the first available exam date. You are strongly encouraged to schedule your exam AS SOON as the CASA exam scheduler becomes available in order to reserve your preferred time/date. Students MUST register for an exam appointment from among the time slots available to take the exam at the time the student accesses the exam scheduler.

It is each student's responsibility to register with CASA, schedule each exam, and attend each exam.

CASA SCM 3301 Testing Policies:

- CASA exams are given by ADVANCE RESERVATIONS ONLY. You must schedule your exam in advance using the exam scheduler in your Courseware account.
- Each student MUST register his/her/their **Photo** and **Finger Print** prior to the testing date. This is a ONE TIME process only.
- Each student MUST have a CougarNet ID & Login to access the exam at CASA
- **A Photo ID card (UH Student ID preferred) is required to check in.**
- Check-in starts 20 minutes before your scheduled exam time. **Late Admission is not permitted.** The official time is based upon the CASA FRONT DESK wall clock (NOT your cell phone).
- Credit is only given for answers saved by the testing software.
- **You will not be permitted to exit the exam session for any reason once begun.** Prior to attending the exam, limit your fluid intake and use the bathroom to avoid an uncomfortable situation.
- The ONLY approved calculators (same calculator as STAT 3301 & 3331):
 - Ti – 30XIIB
 - Ti – 30XIIS
 - Ti – 30Xa
 - CASA's On-Screen Calculator

Exam Attendance:

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

Each student must attend the examinations during date and time they have reserved with the CASA testing center in advance. There are typically 3 – 5 testing dates reserved at CASA for each exam with limited seating on each day. Accommodations for makeup, late, and early examinations have not been made.

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. Schedule each exam AS SOON as the CASA exam scheduler becomes available in order to reserve your preferred time/date. The instructor strongly suggests arriving to the examinations AT LEAST 1 HOUR EARLY to both avoid rush hour traffic and unforeseen delays (such as a flat tire or road construction). Absences to an examination will result in a grade of 0 for the missed examination.

Successful attendance at the CASA administered 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:

- Log onto the CASA Exam Scheduler
- Select and reserve a time slot in which to take the exam
- Arrive early to the CASA appointment and check-in prior to the appointment time
- Take the exam at the CASA testing center

[NOTE: Students testing with the Center for Students with Disabilities (CSD) will also receive this Quiz credit]

A grade of “0” for this 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 their scheduled exam time slot
- Requests for the instructor to communicate with CASA on the student’s behalf
- Requests for the instructor to assist the student in scheduling an exam testing appointment
- 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:

Instructional Assistants will provide office hours which will be available Mondays, Tuesdays, Wednesdays, and Thursdays. Additionally, our Supply Chain Management Ph.D. students will provide additional, structured help sessions prior to each exam. Assistants will also be available by appointment during unscheduled hours. 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. 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.

5 Points Instructor Determined Criteria:

Each instructor will distribute 5 grading points at the end of the semester. The distribution of these points will be a matter of the individual instructor's course policy. Each instructor will explain how these points can be earned by students during the first day of class. See your instructor for details on their individual policy.

For your planning purposes, these 5 points can be adjusted on the Grading Calculator provided to all students (see below) when determining your final grade.

Performance Evaluation Criteria:

Highest Examination Grade	100 points x 1.65	(approximately 25.3% of your grade)
Middle Examination Grade	100 points x 1.40	(approximately 21.5% of your grade)
Lowest Examination Grade	100 points x 1.15	(approximately 17.6% of your grade)

Overall Quiz Average	100 points	(approximately 15.3% of your grade)
<ul style="list-style-type: none">• 6 graded open-book quizzes• PLUS attendance at 3 exams without instructor intervention• TOTAL: 9 "quiz" grades• Average the TOP 7 quiz grades (drop the lowest 2)		

Overall Guided Learning Module Average	100 points	(approximately 15.3% of your grade)
<ul style="list-style-type: none">• 12 Guided Learning Modules (GLMs)• Get at least 80% of a module correct for full credit (100%)• You may initiate a Guided Learning Module as many times as needed to maximize your grade• Average the TOP 10 grades (drop the lowest 2)		

NOTE: The above grades and assignments only account for 95% of your total course grade.

The remaining 5 points are distributed to students at the discretion of each instructor.

Criteria for earning these 5 points will be discussed during the first day of class.

You may email your specific section instructor for details on the requirements for earning these points.

To calculate your final course grade

- Calculate the average of your top 7 quiz grades and top 10 GLM grades
- Multiply your exam grades by the multipliers listed above
- Add all of these weighted grades together
- Divide this weighted total by **650**. [The total you see here represents 95% of your final grade]
- Add the points determined by your instructor policy/criteria (up to 5 points)

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.