Course Information

Title: Purchasing & Logistics
Course #: OM4082-001
Credit Hours: 3
Term: Spring 2018
Prerequisites: To take this course you must: Have taken the following Courses 22OM380 min grade D-, or 22OM385 min grade D-, or OM3080 min grade D-. Be enrolled in one of these Programs 22ASC, 22BAC, 22CRT, 22HON, 22MIN
Location: Richard E. Lindner Center / LNDNRCTR 850
2751 O'Varsity Way, Cincinnati OH 45221

Instructor Information:

Name: Professor Beth Scheid
Title: Adjunct Professor
Office Information: LCB, Room 106
Office: (513) 300-9952
Email: scheid.me@pg.com
Office Hours: Upon request

Communication Policy: Students are encouraged to contact me anytime via email or text. A response will be given within 12-36 hours excluding weekends.

Link to Pace:

PACE and AOL standards

Critical Thinking: capability for analysis, problem solving, logical argument and application of scholarly and scientific methods; accurate use of terminology and information literacy
Effective Communication - Professionalism and Networking skills
Knowledge integration: ability to fuse information & concepts from multiple disciplines for personal, professional and civic enhancement
Social Responsibility: Ability to apply knowledge and skills for the advancement of society
Information Literacy: Determine and access information, to evaluate it critically, legally, and ethically
P – Professionalism – assessed
- Begin practicing professional <em>communications</em>, learning to express ideas clearly, logically and persuasively in both oral and written formats.
- Develop and practice <strong>teamwork</strong> skills through group projects and exercises.

A – Academics – assessed
- Develop foundational knowledge of <strong>business functions</strong> and their interactions within organizations.
- Begin applying functional and cross-functional knowledge to critically analyze <strong>business problems</strong>

C – Character – assessed
- Learn and apply <strong>leadership</strong> techniques for project management (plan, brief, execute, debrief).
- Build an understanding and initial skills of <strong>managing diversity</strong>, including understanding cultural differences, and challenges and opportunities of global business.
- Understand importance of <strong>ethics and social responsibility</strong> in business and personal settings.

E – Engagement – assessed
- Build understanding of importance and practices of <strong>networking</strong> through interactions with business professionals and guest speakers.
- Develop awareness and appreciation of <strong>involvement</strong> in social organizations, community service, and professional group opportunities.

Course Materials

<em>Recommend not buying the book until after 1<sup>st</sup> day of class</em>
Main text - Purchasing and Supply Management, 14/e ISBN#: 978-0-07-337789-6
http://highered.mcgraw-hill.com/sites/0073377899/student_view0/
Optional text – Supply Chain Logistics Mgt. ISBN#: 978-0-07-802405-4

Course Description

Review strategic issues in procurement and supply management. Topics include Procurement cycle, supplier relationships, negotiations and commodity planning. End to End supply chain from order processing, distribution operations, carrier mode selection to customer receipt.

Student Learning Outcomes:

Upon successful completion of this course, the learner will be able to:
- Identify the steps in the procurement process
- Describe the importance of product/service quality, quantity, delivery, price and service and how those inter-relate to the strategic company factors of financial growth, risk management innovation, competitiveness, and corporate image.
- Identify most commonly used modes of transportation and their cost structures
- Identify and assess best practices in order processing
- Perform analysis needed for carrier selection, transportation mode, customer service/cost tradeoff, and supplier relationships
- Learn about latest ‘supply chain’ technology trends
Instructional Methods (Including Description about Bb)

The following course utilizes the Blackboard (Bb) Learning Management System to provide student-centered online learning that will enhance the teaching and learning process. Through a variety of instructional methods (e.g. discussion boards, video lectures, readings, online assessments, etc.) the learner will become immersed and engaged in the learning process. If you are not familiar with these tools, please visit IT@UC's Knowledge Base for Blackboard.

<table>
<thead>
<tr>
<th>Blackboard Help Desk</th>
<th>Lindner College of Business IT Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here for the current Help Desk hours of operation.</td>
<td>Click here for the current Help Desk hours of operation.</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>513-556-HELP (4357)</td>
<td>513-556-7159</td>
</tr>
<tr>
<td>1-866-397-3382</td>
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<tr>
<td>E-mail</td>
<td>Email</td>
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<tr>
<td><a href="mailto:HelpDesk@uc.edu">HelpDesk@uc.edu</a></td>
<td><a href="mailto:cobhelpdesk@uc.edu">cobhelpdesk@uc.edu</a></td>
</tr>
<tr>
<td>Web</td>
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<tr>
<td>Online Help Request Form</td>
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</table>

Course Communication
University policy requires that the email set up in Blackboard is the primary means of communication. It is advisable that you use your UC email for this purpose and that you check it often. If you choose to change your email in Blackboard to a non-UC email it is your responsibility to ensure you check it frequently.

Student Services
Below is a short list of services available for students enrolled at the University of Cincinnati.

Counseling Services, Clifton Campus
Students have access to counseling and mental health care through the University Health Services (UHS), which can provide both psychotherapy and psychiatric services. In addition, Counseling and Psychological Services (CAPS) can provide professional counseling upon request; students may receive five free counseling sessions through CAPS without insurance. Students are encouraged to seek assistance for anxiety, depression, trauma/assault, adjustment to college life, interpersonal/relational difficulty, sexuality, family conflict, grief and loss, disordered eating and body image, alcohol and substance abuse, anger management, identity development and issues related to diversity, concerns associated with sexual orientation and spirituality concerns, as well as any other issue of concerns. After hours, students may call UHS at 513-556-2564 or CAPS Cares at 513-556-0648. For urgent physician consultation after-hours students may call 513-584-7777.

Accessibility Resources Office
Students with disabilities who need academic accommodations or other specialized services while attending the University of Cincinnati will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues. Students requiring special accommodation must register with the Disability Services Office. UC's Accessibility Resources Office.
Peer Tutoring
The Learning Assistance Center offers tutoring for UC students at our office in 2510B French Hall West. Sessions are one-on-one with a subject-specific tutor to answer your questions. The Learning Assistance Center’s dedicated tutors participate in ongoing training to equip them with strategies to support extended classroom learning. Tutoring is free of charge. To contact their office please visit the Peer Tutoring page of the Learning Assistance Center’s webpage or call 513-556-3244.

Title IX
Title IX is a federal civil rights law that prohibits discrimination on the basis of your actual or perceived sex, gender, gender identity, gender expression, or sexual orientation. Title IX also covers sexual violence, dating or domestic violence, and stalking. If you disclose a Title IX issue to me, I am required forward that information to the Title IX Office. They will follow up with you about how the University can take steps to address the impact on you and the community and make you aware of your rights and resources. Their priority is to make sure you are safe and successful here. You are not required to talk with the Title IX Office. If you would like to make a report of sex or gender-based discrimination, harassment or violence, or if you would like to know more about your rights and resources on campus, you can consult UC’s webpage for Title IX or contact the office at 556-3349.

Course and Grading Policies
Course Structure
Changes to the syllabus, due dates, course requirements or grading requirements will be made as far in advance as possible. Due dates will be clearly marked in Blackboard. All assignments will be submitted via Blackboard using a Word document, PDF document or an Excel document. When completing discussion board assignments please make sure to abide by the rules of netiquette which are posted under course documents.

Academic Integrity
As with all Lindner College of Business efforts, in this course you will be held to the highest ethical standards, critical to building character. Ensuring your integrity is vital and ultimately is your responsibility. To help ensure the alignments of incentives, the Lindner College of Business has implemented a “Two Strikes Policy” regarding Academic Integrity that supplements the UC Student Code of Conduct (see: UC’s Student Code of Conduct)

• All academic programs at the Lindner College of Business use this “Two Strikes Policy”; any student who has been found responsible for two cases of academic misconduct may be dismissed from the College.
• All cases of academic misconduct (e.g., copying other students assignments, failure to adequately cite or reference, cheating, plagiarism, falsification, etc.) will be formally reported by faculty; and
• Students will be afforded due process for allegations as outlined in the policy.

LCB Weather Related Protocol
When inclement weather threatens the safety of the University of Cincinnati community, the Senior Vice President for Administration and Finance may invoke University Rule 3361: 10-55-01 and declare an emergency closing. The Lindner College of Business will observe the university emergency closing protocol for all on-campus classes. During a university emergency closing, all college offices will be closed. In the event of inclement weather and the university is closed, course assignments and activities will remain as scheduled in the course syllabus. If there are any questions, students should clarify with
their course instructors how the closure will affect assignments and deadlines, and whether class information from the missed session(s) will be posted on Blackboard, and/or if the class will meet virtually during the closure.

**Attendance/Participation:**
This is an experiential course, so attendance and participation is critical to learning. Students are expected to arrive to class on time as tardiness is disruptive and distracting for other students and the faculty supervisor.

**Missed and/or Late Examinations, Quizzes, and Graded Exercises:**
There is no makeup for missed pop quizzes or missed exams.

**Technology:**
Students will not receive credit if they are in class but engaged on their laptops, and/or cell phones. Cell phones must be in the off position during class. Students are expected to check Blackboard on a regular basis. The faculty supervisor may send several emails each week during the course, some of which will require a reply from students. Students are expected to respond to the faculty supervisor’s email messages within 48 hours. Unless students have been notified in advance that there will be a delay, the faculty supervisor will respond to student voice mail and email message also within 48 hours.

**Criteria for letter grades:**
Your course grades will be based on your performance on the following grading scale:

- **A:** 93-100%
- **A-:** 90-92.9%
- **B+:** 87-89.9%
- **B:** 84-86.9%
- **B-:** 80-83.9%
- **C+:** 77-79.9%
- **C:** 74-76.9%
- **C-:** 70-73.9%
- **B+:** 67-69.9%
- **B:** 63-66.9%
- **B-:** 60-63.9%
- **D:** Below 60%

**Grading Breakdown: 1000 points total**

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
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<tbody>
<tr>
<td>100 pts</td>
<td>Active Participation in Class Discussions (Attendance is not Participation!)</td>
</tr>
<tr>
<td>100 pts</td>
<td>One Thank you letter (for one of the speakers or for the tour - will review rubric in class)</td>
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<tr>
<td>100 pts</td>
<td>Damaged Product write-up (will review rubric in class)</td>
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<tr>
<td>100 pts</td>
<td>Blog term content / presentation (50 on content / 50 on presentations)</td>
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<tr>
<td>100 pts</td>
<td>2 pop quizzes @ 50 pts each</td>
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<tr>
<td>200 pts</td>
<td>Case Studies – Group project. Sign up 1st day of class (will review rubric in class)</td>
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<tr>
<td>300 pts</td>
<td>3 Exams @ 100 points each</td>
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</tbody>
</table>

*Please bring your charged laptop to class. We will need it for some in class assignments and exams.*
**Course Schedule:**

**See detailed calendar below... WILL change based on availability of our guest speakers and snow days.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>BLOG terms / Assignments due</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Jan-18</td>
<td>Intro &amp; Syllabus, PACE, terminology Getting to know You Chapter 1 - Purchasing and Supply Mgt.</td>
<td>In class - fill out Getting to know you worksheet Sign up for BLOG Terms and Group projects</td>
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<tr>
<td>15-Jan-18</td>
<td>Holiday: Dr. Martin Luther King Jr.'s Birthday</td>
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<tr>
<td>22-Jan-18</td>
<td>Chapter 2 - Strategy Folgers case discussion Chapter 3 - Supply Chain Organization</td>
<td>Blog Term: Council for Supply Chain Mgmt Professionals, Purchasing Consortiums Damaged Product Report Due In class case activity - Folgers</td>
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<tr>
<td>29-Jan-18</td>
<td>Chapter 4 - Process Technology Manufacturing Trends in Technology Chapter 5 - Make / Buy</td>
<td>Blog Terms: VMI, Expediting, RFID, Industry 4.0, Current capabilities of 3D printing for Manufacturing, Smart Automation/RPA, Machine Learning in Manufacturing, 3PL</td>
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<tr>
<td>5-Feb-18</td>
<td>Chapter 6 - Need ID Case discussion - #1 Exam Review</td>
<td>Blog Term: ANSI Standards In class assignment - Measuring and Standards Terminology Supplier: Small items (Hotel bar soap)</td>
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<tr>
<td>12-Feb-18</td>
<td>Case discussion #2 Exam #1</td>
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<td>Service Provider: Analytical/Financial Service (UBS)</td>
</tr>
<tr>
<td>19-Feb-18</td>
<td>Chapter 7 - Quality Chapter 8 - Inventory Guest Speaker</td>
<td>Blog Term: Six Sigma, SOX, ISO 9000/ISO 14000, EOQ, 21 CFR Part 11 Thank You Letter (Last Names: A through H) Stephanie White</td>
<td></td>
</tr>
<tr>
<td>26-Feb-18</td>
<td>Chapter 9 - Delivery Case discussion #3</td>
<td>Blog Terms: FOB, Bill of Lading, Freight Bill, ASN, LTL/FTL, Cross docking, Intermodal, Private Carrier vs Common Carrier, Freight Forwarder, US transportation deregulation Retailer: Refrigerated/Short Shelf Life (Fruits)</td>
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<tr>
<td>5-Mar-18</td>
<td>Site Tour Exam Review</td>
<td>Thank You Letter (Last Names: I through O) 13 Below Brewery 7391 Forbes Rd Cincinnati, OH 45233</td>
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<tr>
<td>12-Mar-18</td>
<td>No classes - Spring Break</td>
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<tr>
<td>19-Mar-18</td>
<td>Chapter 10 - Price Case discussion #4 Exam #2</td>
<td>Blog Terms: Forward buying, buying in futures, Federal Trade Commission (FTC) Retailer: Long Supply Chain (Clothing)</td>
<td></td>
</tr>
<tr>
<td>26-Mar-18</td>
<td>Chapter 11 - Cost Mgmt Freight Quotes Case discussion #5</td>
<td>In class assignment - Freight Quote Distributor: Online Products (Amazon, Alibaba)</td>
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</tr>
<tr>
<td>2-Apr-18</td>
<td>Chapter 12 - Supplier Selection Case discussion #6</td>
<td>Blog Term: Thomas Register In class activity - Thomas Register Manufacturer: Big Items (Airbus 380)</td>
<td></td>
</tr>
<tr>
<td>9-Apr-18</td>
<td>Guest Speaker Chapter 13 - Evaluation and relationships Case discussion #7</td>
<td>Thank You Letter (Last Names: P through Z) Scott Burns Manufacturer: High speed/High turnover production (Diapers)</td>
<td></td>
</tr>
<tr>
<td>16-Apr-18</td>
<td>Chapter 14 - Global Case discussion #8 Exam Review</td>
<td>Blog Terms: Free Trade Zone, NAFTA, Exchange Rates impact on shipping, Letters of Credit, Federal Corrupt Practices Act Manufacturer: Highly Regulated items (Prescription Drugs)</td>
<td></td>
</tr>
<tr>
<td>23-Apr-18</td>
<td>Exam #2</td>
<td>6:00 pm - 9:00 pm</td>
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</tbody>
</table>
## Rubrics for Written Assignments and Quiz/Exam Open response questions

<table>
<thead>
<tr>
<th>Discussion Board Rubric</th>
<th>Full (100%) Credit</th>
<th>Partial (50%) Credit</th>
<th>No Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Completeness</strong></td>
<td>Response directly answers each part of the assigned question.</td>
<td>Response somewhat answers each part of the assigned question.</td>
<td>Response vaguely answers each part of the assigned question.</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Response clearly shows student has read and understood the lesson content by correctly defining the key terms, summarizing concepts, and providing accurate application.</td>
<td>Response shows student has read the content and is beginning to understand the essential elements by defining a few key terms, summarizing concepts, and providing accurate application.</td>
<td>Response shows that the student shows very little evidence that they have read the content and that they are able to effectively apply the essential elements by defining the key terms, summarizing concepts, and providing accurate application.</td>
</tr>
<tr>
<td><strong>Analysis</strong></td>
<td>A clearly stated and supported analysis is provided with regard to the larger concepts of the lesson.</td>
<td>An analysis is provided with regard to the larger concepts of the lesson; however, support is needed to provide clarification of concepts.</td>
<td>An analysis is not provided with regard to the larger concepts of the lesson.</td>
</tr>
<tr>
<td><strong>Writing Skills</strong></td>
<td>Skillful control of language and mechanics. Sentence structure is strong and effective in communicating information.</td>
<td>Generally acceptable vocabulary, relates to topic. Few spelling/ Grammatical errors that do not affect meaning.</td>
<td>Limited or inappropriate use of vocabulary related to topic. Many errors in spelling and grammar.</td>
</tr>
</tbody>
</table>