I. Course Information

Title: Purchasing & Logistics
Course #: 2171-1_22OM4082-001
Credit Hours: 3
Term: Spring 2017
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: LCB, Room 107

II. 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 36-48 hours except on weekends.

III. 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 communications, learning to express ideas clearly, logically and persuasively in both oral and written formats.
- Develop and practice teamwork skills through group projects and exercises.

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

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

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

IV. Course Materials = Recommend not buying the book until after 1st day of class

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

V. 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.

VI. 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
- Identify packaging strategies with end consumer and retailer store in mind

VII. 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 reach out to:

<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 513-556-HELP (4357)</td>
<td>Phone 513-556-7159</td>
</tr>
<tr>
<td>1-866-397-3382</td>
<td></td>
</tr>
<tr>
<td>E-mail <a href="mailto:HelpDesk@uc.edu">HelpDesk@uc.edu</a></td>
<td>Email <a href="mailto:cobhelpdesk@uc.edu">cobhelpdesk@uc.edu</a></td>
</tr>
<tr>
<td>Web Online Help Request Form</td>
<td></td>
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</tbody>
</table>

VIII. 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. Please see the attached Student Email Policy for more information: http://www.law.uc.edu/sites/default/files/student_e-mail_policy.pdf.

IX. Course and Grading Policies:

1. 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.

2. Academic Integrity: As with all Lindner College of Business efforts, this course will uphold the highest ethical standards, critical to building character. Ensuring your integrity is vital and your responsibility. LCB instructors are required to report ANY incident of academic misconduct (e.g., cheating, plagiarism) to the college review process, which could result in severe consequences, including potential dismissal from the college. For further information on Academic Misconduct or related university policies and procedures, please see the UC Code of Conduct (http://www.uc.edu/conduct/Code_of_Conduct.html).

3. 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.

4. 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. Students will receive the faculty supervisor’s mobile phone numbers at the first class session.

5. Disability: 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. http://www.uc.edu/aess/disability.html

6. Campus Closures: In the event of inclement weather and the university is closed, course assignments and activities will remain as scheduled in the course syllabus.

7. Criteria for letter grades:
   Your course grades will be based on your performance on the following grading scale:
   A:   93-100%
   A-:  90-93%
   B+: 87-89%
   B:   84-86%
   B-:  80-83%
   C+: 77-79%
   C:   73-76%
   C-:  70-72%
   D+: 67-69%
D: 63-66%
D-: 60-63%
F: Below 63%

**Grading Breakdown: 1000 points total**

- **100 pts** Attendance
- **100 pts** Thank You letters (for speaker or for the tour - will review rubric in class)
- **100 pts** 2 in-class assignments (2 assignments @ 50 pts each)
- **100 pts** Damaged Product write-up
- **100 pts** Blog term content / presentation (50 on content / 50 on presentations)
- **200 pts** Case Studies – Group project. Sign up 1st day of class (will review rubric in class)
- **300 pts** 3 Exams @ 100 points each

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

**X. Course Schedule:**

**See detailed calendar below…WILL change based on availability of our guest speakers and snow days.**
<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Chapter</th>
<th>Assignments due</th>
</tr>
</thead>
</table>
| 1     | 11-Jan-17  | Intro & Syllabus, PACE, terminology  
Getting to know You  
Chapter 1 - Purchasing and Supply Mgt. | In class - fill out Getting to know you worksheet                             |
| 2     | 18-Jan-17  | Chapter 2 - Strategy  
Folgers case discussion  
Chapter 3 - Supply Chain Organization | Blog Terms: Purchasing Consortiums  
In class activity - Folgers                                                   |
| 3     | 25-Jan-17  | Chapter 4 - Process Technology  
Case discussion #1 | Blog Terms: VMI, Expediting, RFID                                              |
| 4     | 1-Feb-17   | Chapter 5 - Make / Buy  
Case discussion - #2 | In class discussion - Horizontal/Vertical Integration  
Blog Term: 3PL                                                               |
| 5     | 8-Feb-17   | Exam #1  
Chapter 6 - Need ID  
Case discussion #3 | In class assignment - Measuring and Standards Terminology  
Blog Term: ANSI Standards                                                   |
| 6     | 15-Feb-17  | Chapter 7 - Quality  
Chapter 8 - Inventory  
Guest Speaker | Blog Terms: LEAN, Six Sigma, ISO Damaged Package Write-up                     |
| 7     | 22-Feb-17  | Chapter 9 - Delivery  
Case discussion #4 | Blog Terms: FOB, Bill of Lading, Freight Bill, ASN, LTL/FTL, Cross docking, Intermodal, Private Carrier vs Common Carrier, Freight Forwarder, US transportation deregulation |
| 8     | 1-Mar-17   | Site Tour | Thank You Letter                                                               |
| 9     | 8-Mar-17   | Exam #2  
Chapter 10 - Price  
Case discussion #5 | Blog Terms: Forward buying, buying in futures, FTC                          |
| 10    | 22-Mar-17  | Chapter 11 - Cost Mgmt  
Freight Quotes  
Case discussion #6 | In class assignment - Freight Quote                                          |
| 11    | 29-Mar-17  | Chapter 12 - Supplier Selection  
Case discussion #7 | Blog Term: Thomas Register  
In class activity - Thomas Register                                           |
| 12    | 5-Apr-17   | Chapter 13 - Evaluation and relationships  
Case discussion #8 | Thank You Letter  
Blog Terms: Free Trade Zone, NAFTA, Exchange Rates impact on shipping, Letters of Credit, Hazardous Material Transportation Act, Federal Trade Commission |
| 13    | 12-Apr-17  | Guest Speaker  
Chapter 14 - Global  
Case discussion #9 | Thank You Letter  
Blog Terms: Federal Corrupt Practices Act                                    |
| 14    | 19-Apr-17  | Chapter 15 or Catch up from Snow Day  
Case discussion #10  
Exam Review | Blog Term: Federal Corrupt Practices Act                                      |
| 15    | 26-Apr-17  | Exam #3 | 6:00 pm - 9:00 pm                                                            |
### XI. Rubrics for Written Assignments AND Exam Open response questions

<table>
<thead>
<tr>
<th>Discussion Board Rubric</th>
<th>Full Credit</th>
<th>Partial 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>