

**University of North Texas at Dallas
College of Business Administration
Department of Management**

**MGMT 4810D-090 - PURCHASING AND MATERIALS MANAGEMENT
SPRING 2017**

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| Primary e-mail: BLACKBOARD Class Time: T 7:05 p.m. – 9:50 p.m. Classroom: HF Room 243, Instructor: John Hubbard E-mail Address: John.Hubbard@untdallas.edu | Cell: 214-600-9833 Phone: 972-780-3668 (Dena Hale) Conference Hours: T 6:00 p.m. – 6:50 p.m. and by appointment or email |
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Course Description: This course is concerned with supply management activities from original planning for raw materials through final delivery of finished products. Among the topics to be covered are purchasing, inventory control, receiving, stores, production control, traffic, and materials handling.

Course Objectives: The main goal of the course is to provide students an in-depth understanding of the key activities involved in buying and utilizing materials as well as their impact on an organization’s performance. The secondary objective is to develop the students’ skills in communication, teamwork, and critical thinking through classroom discussions and group projects.

Teaching Methodology: The primary method of instruction is lectures, which are supplemented by problem-solving sessions, student project presentations, and other related activities.

Required Textbook: Johnson, P. F. & Flynn, A. E
Purchasing and Supply Management (15th ed.). Burr Ridge, IL: Irwin/McGraw-Hill, 2015.

Supplemental Materials: Class case studies and relevant articles will be distributed throughout the semester.

Evaluation Methods: The course grade will be determined as follows (250 possible points):

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| Quizzes Group Project Midterm Exam Final Exam Class participation | 40 points (5 points each, total 10 – drop the lowest 2) 100 points (70 for report, 30 for presentation) 50 points 50 points 10 points (5 points each half) | 225.0 points or above A 200.0 points or above B 175.0 points or above C 150.0 points or above D 149.9 or below F |
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Other Policies:

1. Course work - Regular quizzes, one midterm examination, one final examination, and one group project are expected during the semester. The group project includes a report, presentation, and peer review. **No late submissions of work will be accepted**, nor will make-up tests be given unless there is documented evidence of an extreme circumstance causing the delay or absence.
2. Class attendance - Each student, whether present or not, will be held responsible for any materials discussed and announcements made in class.
3. Academic integrity - Anyone in this class engaging in academic dishonesty will receive a failing grade in the course. In addition, the case will be referred to the University for appropriate disciplinary action. Academic dishonesty includes, but is not limited to, the following:
 - (1) use of any *unauthorized* assistance in taking quizzes, tests, or examinations,
 - (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments,
 - (3) acquisition, without permission, of tests, notes, or other academic work belonging to a University faculty or staff member,
 - (4) any other act that gives a student an unfair advantage,
 - (5) use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment, and
 - (6) unacknowledged use of work prepared by another person or agency in the selling of term papers or other academic materials.
4. Disabilities Accommodation - The University of North Texas at Dallas complies with Section 504 of the 1973 Rehabilitation Act and with the Americans with Disabilities Act of 1990. The University of North Texas at Dallas provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please see the instructor and/or contact the Office of Disability Accommodation at 972-338-1782 during the first week of class.

| Class | Course Assignment Schedule |
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| Jan. 17 | Syllabus Review and Course Expectations Chapter 1: Purchasing and Supply Management Chapter 2: Supply Strategy Team Project Review and Establishment of Teams |
| Jan. 24 | Chapter 3: Supply Organization Chapter 4: Supply Process and Technology |
| Jan. 31 | Chapter 5: Make or Buy, Insourcing or Outsourcing Chapter 6: Need Identification and Specification <i>Team Progress Report 1 Due</i> |
| Feb. 7 | Chapter 7: Quantity Chapter 8: Quantity and Inventory |
| Feb. 14 | Chapter 9: Delivery Chapter 10: Price Chapter 11: Cost Management |
| Feb. 21 | Chapter 12: Supplier Selection Chapter 13: Supplier Evaluation and Supplier Relations |
| Feb. 28 | Midterm Review with Total Quality Management Class Exercise |
| Mar. 7 | Midterm Exam |
| Mar. 14 | Spring Break: March 13 – 17. No Class |
| Mar. 21 | Chapter 14: Global Supply Management Chapter 15: Legal and Ethics <i>Team Progress Report 2 Due</i> |
| Mar. 28 | Chapter 16: Other Supply Responsibilities |

| Class | Course Assignment Schedule |
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| Apr. 4 | Chapter 17: Supply Function Evaluation and Trends |
| Apr. 11 | The Beer Game (If schedule permits) |
| Apr. 18 | Logistics Speakers Panel (Tentative) Final Examination Review |
| Apr. 25 | Team Work Session Peer Evaluations Due Group Project Due: Sunday, April 30, 2017 at 11:59 PM VIA Blackboard |
| May 2 | Group Presentations |
| May 9 | Reading Day (Class does not meet) |
| May 16 | Final Examination (Tues. May 16, 7:00 – 9:00 p.m., Room 240) |

| Team Project Assignment | |
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| Team Project | The project calls for joint efforts by all team members and culminates in a paper submission and a team presentation. In order for the important undertaking to be successful, it is necessary for each group to select a (preferably senior) purchasing professional in a manufacturing, service, or government organization, make initial contacts, visit the facility, and interview the person to learn about “a day in the life” of him/her. |
| Team | Each team of approximately three - four students is responsible for one report. |
| Project Report | (1) The organization - This includes the name, location, address, and brief history of the firm, the type of industry it is in, the organizational structure, the variety of products/services made/provided, the type of transformation process employed, the volume of each product/service, the type of equipment used, the facility layout, the labor requirements, the types of customers served, and other relevant information. |

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| <p>Project Report (Continued)</p> | <p>(2) The purchasing/materials management function - This includes the size, organizational position, and objectives of the purchasing/materials management department, the variety of materials, parts, and components bought, the volume of purchase orders, the number and types of suppliers used, the acquisition records maintained, the information technologies in place, and other relevant information.</p> <p>(3) The nine steps in the purchasing procedure - This includes recognition of need, description of need, selection of supplier, determination of price and terms, preparation and placement of purchase order, follow-up and/or expedition, receipt and inspection of goods, clearance of invoice and payment to supplier, and maintenance of records. Any forms, charts, and tables used in the procurement system should be documented.</p> <p>(4) "A day in the life" of the interviewee - This includes the purchasing professional's name, job title, contact information (such as postal mail address, electronic mail address, and work phone number), age group, salary range, educational background, and previous business experiences. In addition, it is necessary to give a detailed account of his/her current work responsibilities, allocation of time among various activities, interaction with other functional areas, notable professional accomplishments, major challenges to be met, career developments (such as pursuing certifications or attending conferences, seminars, and workshops), future goals, and other relevant information. It is (but not required) to attach a copy of the individual's vita.</p> <p>(5) Conclusion - This includes a critical review of the company's purchasing process, identification of its strengths as well as weaknesses, suggestions for improvement, an assessment of the purchasing professional's career progress/success to date, and what you learn from this project.</p> |
| <p>Submission</p> | <p>Each team shall submit a report to instructor and the report shall be posted to BLACKBOARD prior to class on April 30, 2016. <u>Follow APA 6th Edition as a guide unless specified.</u> The submission should be in essay form, typewritten, double-spaced, one- inch margins at the top, bottom, left, and right, and no less than 10 and no more than 20 pages of text in a regular font of your choice of size 12. A maximum of 10 pages of attachments may be included for clarification purposes. Particular attention will be paid to the following areas when the project papers are evaluated: content of materials, organization of paper, and clarity of presentation, writing style and format, visual illustrations, as well as typographical and grammatical errors.</p> |

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| <p>Team Progress Reports</p> | <p>Progress Report 1 is due on January 31, 2017 and team must indicate progress on firm chosen, contact made and plan for execution. Report should not exceed 1 page and can be submitted by any team member.</p> <p>Progress Report 2 is due on March 21, 2016 and team must indicate progress on appointments, facility visits, any identified obstacles or challenges and plan for completion of project. Report should not exceed 1 page and can be submitted by any team member.</p> | | | | | | | | | | | | | | | | | | | | |
| <p>Grading</p> | <p>The grade of the paper will be based on the following:</p> <table border="0"> <tr> <td>Timely Submittals of Progress Reports</td> <td>5 Points</td> </tr> <tr> <td>Description of organization</td> <td>5 Points</td> </tr> <tr> <td>Description of purchasing department</td> <td>10 Points</td> </tr> <tr> <td>Description of purchasing steps and activities</td> <td>20 Points</td> </tr> <tr> <td>Description of purchasing professional</td> <td>10 Points</td> </tr> <tr> <td>Conclusion</td> <td>10 Points</td> </tr> <tr> <td>Peer Review</td> <td>10 Points</td> </tr> <tr> <td>Total Paper</td> <td>70 Points</td> </tr> <tr> <td>PowerPoint Presentation</td> <td>30 Points</td> </tr> <tr> <td>Total Team Project Assignment</td> <td>100 Points</td> </tr> </table> <p>I will provide a rubric and post on Blackboard.</p> | Timely Submittals of Progress Reports | 5 Points | Description of organization | 5 Points | Description of purchasing department | 10 Points | Description of purchasing steps and activities | 20 Points | Description of purchasing professional | 10 Points | Conclusion | 10 Points | Peer Review | 10 Points | Total Paper | 70 Points | PowerPoint Presentation | 30 Points | Total Team Project Assignment | 100 Points |
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| Description of organization | 5 Points | | | | | | | | | | | | | | | | | | | | |
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| Description of purchasing professional | 10 Points | | | | | | | | | | | | | | | | | | | | |
| Conclusion | 10 Points | | | | | | | | | | | | | | | | | | | | |
| Peer Review | 10 Points | | | | | | | | | | | | | | | | | | | | |
| Total Paper | 70 Points | | | | | | | | | | | | | | | | | | | | |
| PowerPoint Presentation | 30 Points | | | | | | | | | | | | | | | | | | | | |
| Total Team Project Assignment | 100 Points | | | | | | | | | | | | | | | | | | | | |
| <p>Team Member Participation</p> | <p>In case an individual does not perform to the team's expectation by constantly missing group meetings, failing to provide requested information in a timely fashion, contributing work that is poorly done, or exhibiting other unprofessional behaviors, the other members may collectively decide to drop him/her from the team. However, in the interest of fairness, the five-step procedure outlined below must be closely followed:</p> | | | | | | | | | | | | | | | | | | | | |

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| <p>Team Member Participation (Continued)</p> | <p>(1) There needs to be a unanimous agreement among all other team members that the student's performance is unsatisfactory.</p> <p>(2) The concern must be conveyed to the individual in writing and discussed with him/her in person. The written notice must be signed and dated by the rest of the group.</p> <p>(3) A copy of the above-mentioned notice has to be submitted to the instructor at the same.</p> <p>(4) The student has one week of class time to improve his/her performance.</p> <p>(5) If no or unsatisfactory improvement is made over the one-week period, then a final written notice of dropping the person as a member of the team will be signed and dated by the other members and given to him/her. In the meanwhile, a copy of the document must be forwarded to the instructor.</p> |
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Sample Peer Evaluation Form for Team Project

Team number: 3
 Your name: John Hubbard
 Instruction: Please rate each of your fellow team members with respect to the criteria listed in the table below. Be honest, reasonable, and fair.

| | Ima Winner | Mary Tart | Yourself |
|----------------------------|------------|-----------|----------|
| Meeting attendance (20%) | 17% | 20% | 20% |
| Fair share of work (20%) | 19% | 17% | 19% |
| Punctuality of work (20%) | 16% | 19% | 18% |
| Quality of work (20%) | 20% | 18% | 18% |
| Overall contribution (20%) | 18% | 19% | 19% |
| Total (100%) | 90% | 93% | 94% |

BLACKBOARD ONLINE LEARNING

Management of this course will be through the BLACKBOARD Learning System which can be accessed at: <http://ecampus/untDallas.edu>

ANNOUNCEMENTS

Announcements will be made when needed during the term using the ANNOUNCEMENTS tool. I will make every effort to post announcements by noon Friday following our class meetings on Wednesday but: **Be diligent and check it every day or you may miss something important. Only the instructor can post announcements.**

ASSIGNMENTS

Homework and other assignments are posted using the ASSIGNMENTS tool. It is easy to use and make sure you check it daily for any new assignment. Do not be late submitting an assignment. Assignments will be posted a minimum of 1 week before due. Deadlines are in place and clearly stated in the instructions, which prohibit submitting an assignment late. Student submittals will be posted to BLACKBOARD by the due date.

CALENDAR

I use the CALENDAR tool for appointments. If you want a phone, or office appointment contact me using BLACKBOARD mail and once set, your appointment is posted for verification.

HEADERS AND FOOTERS

I use the header and footer of your BLACKBOARD course homepage as well as other pages within the various items noted above. Short announcements sometimes appear along with other important information. Make sure you pay attention to them daily.

LEARNING MODULES

The LEARNING MODULES tool provides access to all lessons and supporting material posted on BLACKBOARD. Types of files include Excel, PowerPoint, PDF, and Word among others. If it appears that a file does not look right, be sure and download that file to your computer and open it in the correct software. Some files automatically download to your computer when you access them. Be sure and view them in the correct software to avoid alignment problems. You can also access them by opening the LESSONS organizer folder on your homepage. Students are responsible for printing any documents you choose for class support such as PowerPoint documents, and assigned articles, homework and class case studies. All documents will be posted 1 week prior to class and will not be distributed in class.

MAIL

BLACKBOARD has a powerful email tool that I use every day for private messages to students as well as a backup for announcements sometimes. If you have a private message for me or anyone else, this is your primary tool to communicate with us. Email is my preferred method of communication. Keep your messages clear, courteous, and short.