

**University of North Texas at Dallas**  
**Spring 2014**  
**SYLLABUS**

<b>MGMT 4810-090 PURCHASING AND MATERIALS MANAGEMENT 3 HRS</b>			
<b>Department of</b>	MGMT/Management	<b>Division of</b>	Division of Urban and Professional Studies
<b>Instructor Name:</b>	John R. Hubbard		
<b>Office Location:</b>	Building 2, Room 302		
<b>Office Phone:</b>	TBD		
<b>Cell Phone:</b>	214-600-9833		
<b>Email Address:</b>	John.Hubbard@unt.edu		
<b>Office Hours:</b>	Wednesday, 6:00 PM – 7:00 PM and by appointment		
<b>Virtual Office Hours:</b>			
<b>Classroom Location:</b>	DAL2 240		
<b>Class Meeting Days &amp; Times:</b>	W 07:00 pm-09:50 pm		
<b>Course Catalog Description:</b>	From original planning through delivery of finished products: purchasing, inventory control, receiving, stores, productions control, traffic, and materials handling.		
<b>Prerequisites:</b>			
<b>Co-requisites:</b>			
<b>Required Text:</b>	Purchasing and Supply Management, 14th Edition, Johnson, P. Fraser; Leenders, Michiel; Flynn, Anna, ISBN-10: 0073377899		
<b>Recommended Text and References:</b>	Additional readings may be assigned to various topics throughout the semester.		
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fhcg.follett.com">1012mgr@fhcg.follett.com</a>		
<b>Course Goals or Overview:</b>			
	The objectives of the course are to develop the student's understanding of: <ol style="list-style-type: none"> <li>1) the purchasing process in organizations,</li> <li>2) the steps and documentation associated with purchasing</li> <li>3) the activities related to materials management and material flow,</li> <li>4) the supply chain management concept,</li> <li>5) new approaches for managing material flow activities, and</li> <li>6) the foundation knowledge necessary to pursue advanced work in OM.</li> </ol>		

## Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by announcement in Blackboard.

Week 1	Purchasing and Supply Management, Chapter 1	1/15/14
Week 2	Supply Strategy, Chapter 2; Supply Organization, Chapter 3	1/22/14
Week 3	Supply Processes and Technology, Chapter 4	1/29/14
Week 4	Make or Buy, Insourcing & Outsourcing, Chapter 5	2/5/14
Week 5	Need Identification and Specification, Chapter 6	2/12/14
Week 6	Quality, Chapter 7	2/19/14
Week 7	Quantity and Inventory, Chapter 8	2/26/14
Week 8	Delivery, Chapter 9	3/05/14
Week 9	<b>**SPRING BREAK, NO CLASS**</b>	3/12/14
Week 10	<b>EXAM (Chapters 1 – 9); Case Study Analysis Due</b>	3/19/14
Week 11	Price, Chapter 10; Cost Management, Chapter 11	3/26/14
Week 12	Supplier Selection, Chapter 12	4/02/14
Week 13	Supplier Evaluation and Supplier Relations, Chapter 13	4/09/14
Week 14	Global Supply Management, Chapter 14	4/16/14
Week 15	Legal and Ethics, Chapter 15; Other Supply Responsibilities, Chapter 16	4/23/14
Week 16	Supply Function Evaluation and Trends, Chapter 17; (Chapters 10 – 17)	4/30/14
Week 17	FINAL EXAM	5/07/14

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Exams – written tests designed to measure knowledge of presented course material

**Case Study Summary** – Each student will be responsible for and summarizing a case study of one of the companies in our textbook. Use APA format to reference the journal article at the top of the page. ***The case study will be assigned during Week 2.*** Each summary should be three typed paragraphs totaling no more than one page. Each summary should answer the following questions:

- What? Please state in the first paragraph what is the article discussing.
- So what? Please state in the second paragraph what is the relevance of the article.
- Now what? Please state in the third paragraph what relevance or implications on Purchasing and Supply Management. State how you or other professionals can use the information.

Class Presentations – Teams will “teach” a selected chapter in our text by preparing a 20 – 30 minute presentation to be delivered in class. ***The presentation teams and chapters covered will be assigned during week 2.***

**Class Participation** – daily attendance and participation in class discussions

**Quizzes** – Twelve (12) quizzes will be given throughout the semester. The highest 10 scores will be used for calculating your final grade. There will be no make-ups of quizzes.

**Late Assignments – The instructor will not accept late submission of assignments. Refer to course outline for assignment due dates**

**Grading Matrix:**

<b>Instrument</b>	<b>Value (points or percentages)</b>	<b>Total</b>
Exam 1	100	100
Exam 2	100	100
Case Study Analysis	100	100
Chapter Presentations	100	100
Class Participation	100	100
Quizzes (12, highest 10)	10	200
<b>Total:</b>		<b>700</b>

**Grade Determination**

A = 630 – 700 points; i.e. 90% or better
B = 560 – 629 points; i.e. 80% or better
C = 490 – 559 points; i.e. 70% or better
D = 420 – 489 points; i.e. 60% or better
E = 419 points or below; i.e. less than 60%

## **University Policies and Procedures**

### **Students with Disabilities (ADA Compliance):**

*The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.*

### **Student Evaluation of Teaching Effectiveness Policy:**

*The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.*

### **Exam Policy**

*There will be three multiple-choice and/or short essay examinations. All material presented in class, along with text readings, will be covered on these examinations. Students entering an exam period after any student has completed the exam will not be allowed to take the exam. No make-up exams will be administered without complete documentation of a University-approved excuse AND prior permission from the professor. Make-up exams will be given only after University-approved excuses are documented and provided on the day the student returns to class. Missing a scheduled exam for an unexcused reason will result in a zero recorded for that exam.*

### **Academic Integrity:**

*Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Conduct at [http://www.unt.edu/csrr/student\\_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html) for complete provisions of this code.*

### **Bad Weather Policy:**

*On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website [www.unt.edu/dallas](http://www.unt.edu/dallas). Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.*

### **Attendance and Participation Policy:**

*The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.*

### **Diversity/Tolerance Policy:**

*Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.*