

Course Syllabus

OPRE 6371 – Purchasing and Sourcing Management
School of Management
The University of Texas at Dallas

| [Course Info](#) | [Technical Requirements](#) | [Course Access & Navigation](#) | [Communications](#) |
[Assessments](#) | [Academic Calendar](#) | [Scholastic Honesty](#) | [Course Evaluation](#) | [UTD Policies](#) |

Course Information

Course

Course Number/Section	OPRE 6371-501 (22664)
Course Title	Purchasing and Sourcing Management
Term and Dates	Spring 2012, R 7:00 – 9:45 pm, January 17 to May 4, 2012
Room	SOM 2.103
Lab	NA

Professor Contact Information

Instructor	Jim Hogan
Office Phone	469.766.3366
Email Address	Use eLearning or james.hoganjr@utdallas.edu
Office Location	SOM 2.409
Online Office Hours	5:45 – 6:45 pm Thurs or by Appt.

TA Contact Information

Teaching Asst.	NA
Email	Use eLearning
Office	NA

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

Course Description: This course teaches purchasing and sourcing management concepts, business processes and procedures. Case studies, practitioner examples and benchmarking exercises are employed. The focus is on interactive study of purchasing and sourcing management functions of supply chain management.

Student Learning Objectives/Outcomes

Upon completion of this course students will be able to:

1. Understand the role and function of Purchasing and Sourcing management.
2. Understand industry related acronyms, terms, processes, organization structures, job descriptions and customer-supplier relationships.
3. Realize the importance of Purchasing and Sourcing management in modern day business.
4. List the major process steps typically involved in Purchasing and Sourcing management.
5. Use basic Purchasing and Sourcing management decision making for problem solving.
6. Define insourcing, outsourcing, make vs buy, cost management, and negotiation.

7. Apply latest research and developments in the field to real-life issues, opportunities, decisions, and problems faced by practitioners.

Required Textbooks and Materials

Required Texts

1. ***Purchasing and Supply Management***

Johnson, Leenders, Flynn

McGraw-Hill Irwin Publisher, 14th edition

ISBN – 978-0-07-337789-6

MHID - 0-07-337789-9

[Top](#)

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirement must be met to enable a successful learning experience. Please review the important [technical requirements and the web browser configuration information](#).

[Top](#)

Course Access and Navigation

eLearning will be used for all course interactivity between instructor and students. Please check the calendar and assignments frequently. Students will use their UTD NetID account to login to the course at: <http://elearning.utdallas.edu>.

If you have any problems with your UTD account or with the UTD eLearning server, you may send an email to: eLearning@utdallas.edu. Call the UTD Computer Helpdesk at: **972-883-2911**. If you encounter any technical difficulties within the course site, please send an email to elearning@utdallas.edu.

[Top](#)

Communications

This eLearning course has built-in communication tools which will be used for interaction and communication. Please see more details about [communication tool information](#).

Interaction with Instructor: The instructor will communicate with students mainly using the Mail, Announcements, Assignments and Discussions tools within eLearning. Students may send personal concerns or questions to the instructor using the course Email tool. The instructor will reply to student emails or Discussion board messages in a timely manner.

[Top](#)

Student Assessments

Grading Information

Weights

Mid-term exam	35%
Final exam	35%
Case Studies / Group Project	30%
	100%

Accessing Grades

Students can check their grades by clicking “My Grades” under Course Tools in WebCT after the grade for each assessment task is released.

Course Policies

Make-up exams

None

Extra Credit

None

Late Work

Hands-on exercises or case studies may be submitted within 24 hours of the due date. However, a 10% reduction in grade will be assessed.

Assignments

Hands-on exercises or case studies will be posted as Assignments in WebCT6.

Assignment submission instructions

You will submit your assignments (in the required file format with a simple file name and a file extension) by using the Assignments tool on the course site. Please see the Assignments link on the course menu or see the icon on the designated page. You can click each assignment name link and follow the on-screen instructions to upload and submit your file(s). Please refer to the Help menu for more information on using this tool. **Please note:** each assignment link will be deactivated after the assignment due time. After your submission is graded, you may click each assignment’s “Graded” tab to check the results and feedback.

[Top](#)**Academic Calendar**

Date	Case Study No. Due	Case Study Name	Topic/Lecture	Reading Assignment
Jan 19	Case 1-2	Erica Carson	Introduction to Purchasing and Sourcing Management, STAR Case Study format, Review Case in class	Ch 1
Jan 26	Case 1-3	Southeastern University	Supply Strategy & Supply Organization	Ch 2, 3
Feb 2	Case 2-1	Spartan Heat Exchangers	Supply Processes & Technology	Ch. 4
Feb 9	Case 3-1	Iowa Elevators	Make or Buy, Insourcing & Outsourcing	Ch. 5
Feb 16	Case 4-3	Portland Bus Company	Need Identification & Specification	Ch. 6
Feb 23	Case 5-2	Rondit Automotive	Quality	Ch. 7
Mar 1	Case 6-1	Moren Corporation (A)	Quantity & Inventory , Midterm review	Ch. 8
Mar 8	XXX	XXX	Midterm Exam, Chapters 1-8	XXX
Mar 15	XXX	XXX	Spring Break, no class	XXX
Mar 22	Case 8-2	Thorsel-Teskey Drilling	Midterm Exam review, Delivery	Ch. 9
Mar 29	Case 9-2	Andrew Morton	Price	Ch. 10
Apr 5	Case 10-1	Cottril, Inc.	Cost Management	Ch. 11
Apr 12	Case 11-3	City of Granston	Supplier Selection	Ch. 12
Apr 19	Case 12-1	Loren, Inc.	Supplier Evaluation & Supplier Relations	Ch. 13
Apr 26	Case 13-3	Delphi Corporation	Global Supply Management & Legal and Ethics	Ch. 14,15
May 3			Fortune 500 Purchasing project reviews due, review 3-4 projects, Final exam review	
May 10	XXX	XXX	Final Exam, Chapters 9-15	XXX

Spring Break is 11-17 March

- Note 1. STAR Case Study Format:
- Situation
 - Basic Issues identified, relate to textbook and course content
 - Tasks or problems to resolve
 - Actions to be taken
 - Results, expected

Cases will be scored 6 points each.
Case/Project grade will be based on 100 points - 12 x 6 cases = 72 + 12 points project = 84 points total awarded then will be normalized to 100 points

- Note 2. Fortune 500 Project Assignment:
- Profile Fortune 500 company of choice
 - Profile Purchasing organization, spend, goals and objectives, 2009 challenges
 - SWOT analysis, Strengths, Weaknesses, Opportunities, and Threats

Or, profile a 3PL or 4PL with same info

Or, choose current topic and research, requires advance approval of topic by instructor.

- Note 3. Project will count as two cases. Paper should be 4-5 pages minimum.

Group Case Studies and Class Project

Case studies will be assigned as group projects. Students will choose group members, no more than five in group. Case studies and class project may be submitted by group with all member names listed. All members of group will receive same grade for case study or project unless a member is non-participating for whatever reason. Assigned group will notify me of any non-participating members. That student will have to submit case study as individual and will receive own grade, but at least 10% deduction from group grade.

[Top](#)

Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the [Scholastic Dishonesty](#) web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

[Top](#)

Course Evaluation

As required by UTD academic regulations, every student may complete an evaluation for each enrolled course at the end of the semester. An instructional assessment form will be made available for your confidential use.

[Top](#)

University Policies

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's

School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:
The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Off-Campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address given below. Additional information is available from the office of the school dean.
(http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm)

These descriptions and timelines are subject to change at the discretion of the Professor.

[Top](#)