Course Syllabus (Updated 8/25/2016)

OPRE 3310.003 / 5E1 Operations Management

The University of Texas at Dallas

Contents: Course Information, Technical Requirements, Course Access & Navigation, Communications, Student Resources, Student Assessments, Class Calendar, Scholastic Honesty, Course Evaluation, UTD Policies.

Course Information

Course: Course Number / Section 3310.003 / 5E1; Course Title: Operations Management

Term and Dates: "003" Fall 2016 – T / Th: 1:00 – 2:15pm, JSOM 2.112;

"5E1" Fall 2016 – Wed. 7:15 – 10:00pm, CHEC 225;

Information

Professor Bob Kohankie; Email Address: rwk130030@utdallas.edu
Office Location: JSOM 3.428; Cell phone: 214.724.3578
Office Hours: TBA; Office Phone: TBA; Other Information: TBA; TA: TBA

About the Instructor

Bob Kohankie is a Lecturer in the Jindall School of Management. He teaches undergraduate courses in Operations Management. Prior to joining UTD in 2013 he worked in industry for 30+ years gaining experience in Operations and Supply Chain Management as well as a Materials Manager and Senior Consultant.

Course Pre-requisites, Co-requisites, and/or Other Restrictions: see current University Catalog

Course Description

This course teaches concepts useful in efficiently managing the transformation of materials, labor, and capital into products or services. Topics covered include: the role of operations management in overall competitive strategy, key performance measures, and tools for improving operations performance. The level of discussion varies from long-term strategic planning to daily control of business processes.

Student Learning Objectives/Outcomes: Students will understand the role operations management plays in business processes. Upon completion of the course, students will also be able to:

- Quantitatively analyze and interpret operations information
- Solve typical operations management problems
- Document and report operations performance
- Recognize and address ethical issues that arise when managing operations

For the complete "UT Dallas Syllabus Policies and Procedures", please see:

http://provost.utdallas.edu/syllabus-policies/

Required Textbook and Materials:

Required Text: *Operations Management* by William J. Stevenson, 12th Edition; ISBN 978-0-07-802410-8; Irwin/McGraw Hill; -- Hard back or e-book !

Every class Required Materials: **INK PEN, pencils are NOT acceptable for In Class Exercises (ICE);**

Calculator (any)For the AQ;

Notebook or laptop to take notes;

Other items: Scantrons & No. pencils (you will be advised when these are required);

Textbooks and some other bookstore materials can be ordered online through Off-Campus Books or the UTD Bookstore. They are also available in stock at both bookstores.

Course Policies:

Homework (HW) & Exams – Plan: **To be Posted by Sunday 8pm,**
Review in next class,
HW due following Saturday by 12 midnite,
Exams 1, 2, & 3 are due by the 2nd Saturday by midnite,

Homework (each IS WORTH 5 POINTS)

Homework assignments are an important part of learning and preparing for examinations. There will be **6** graded homework assignments. Home work must be submitted electronically via eLearning by the day/time it is due. Homework submitted late will have a 20% reduction in grade.
The take home AQ Practice sheets **(the EOQ/EPQ practice) are paper and are to be handed in as directed.**

Exams (each Exam IS WORTH 10 POINTS)

There will be **3** exams sent as assignments. **(See Final Exam)**

Exams must be submitted electronically via eLearning by the day/time it is due. **Exams** submitted late will have a 20% reduction in grade.

You may discuss **Homework / Exams** problems / assignments with others, but you must write it up by yourself with full understanding of what you write. Identical or near identical assignments will be in violation of university regulations and will receive no credit and also a referral to the Judicial Affairs Office.

On Homework / Exam problems / Assessment Quiz - requiring calculations, show the formula(s), show the formula filled in & intermediate & final calculation (s). If the answer has a unit of measure, for credit, it needs to be shown,

DON'T JUST WRITE THE numeric ANSWER !

Your instructor is willing to consider alternate testing arrangements in the event of severe hardship with the normal testing venue and dates/times.

Make-up HW / Exams
Students are expected to submit HW / Exams on the scheduled dates. Make-ups will be available due to conflicts with approved university events or in the case of serious illness.

Extra Credit
There may be opportunities for students to earn extra credit. However, there will be restrictions on how much extra credit a student may earn. Therefore you are encouraged to study and prepare for the major exams. Extra credit opportunities will be announced during the semester.

Assessment Quiz (AQ) (a.k.a. "Learning Assurance Question") IS WORTH 10 POINTS; Is an In-Class & hard copy Item;

OPRE 3310 is considered a core course and as such certain measurement instruments are implemented to ensure a uniformity of learning across all sections. These measurements are provided to university accreditation associations during their periodic audits

The grading of the Assurance Quiz is controlled through a standard grading scheme called a Rubric. The Rubric measures three important elements of learning: 1) understanding, 2) writing, and 3) correct answers. **Therefore students are encouraged to express their understanding of the problems in a clear and concise written format such as writing any formulas completely and correctly.**

***Special Assignments**:* Homework, In Class Exercises, AQ, Exams, Team Presentation & FINAL.

Class Participation (CP) (CP IS WORTH 20 POINTS)

CP grade is a function of preparation for class / participation / attendance:

Preparation: Reading the Textbook / Reviewing The Slides (on The Course homepage) / Reviewing other distributed & Course Homepage material before class;

Participation: (Asking / Answering Asked questions**)**:

is not required, it is strongly suggested,

In Class Exercises: there will several In-Class exercises, some team / some individual, these will count toward your CP grade.

The guidelines that apply to traditional classes should be observed. Students are expected to treat fellow students and your professor with respect. Communicate special needs / circumstances / expected absences / late arrivals, as soon as practical. **Safe Travel is PREFERRED over your being on time.**

Policy on Server Unavailability or Other Technical Difficulties

The university is committed to providing a reliable online course system to all users. However, in the event of any unexpected university-wide server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. This policy DOES NOT INCLUDE cases such as a hard disk failure or loss of internet service that affects only one student. Therefore, students are encouraged to submit assignments BEFORE the due date/time rather than wait until the last possible minute to submit. Students should immediately report any problems to the instructor and also contact the UTD eLearning Help Desk: http://www.utdallas.edu/elearninghelp, 1-866-588-3192. The instructor and the UTD eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

(Instructors Note on "technology": no student / grade will be negatively impacted by problems related to technology (yours or UTD) – Problems need to be communicated ASAP.)

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the Getting Started with eLearning webpage.

Course Access and Navigation

This course was developed using a web course tool called eLearning... Students will use their UTD Net ID account to login at: http://elearning.utdallas.edu. Please see more details on course access and navigation information.

To get familiar with the eLearning tool, please see the Student eLearning Tutorials.

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Support Center: http://www.utdallas.edu/elearninghelp.

Communications

This eLearning course has built-in communication tools which will be used for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the eLearning Tutorials webpage for video demonstrations on numerous tools in eLearning.

Interaction with Instructor

The instructor will communicate with students mainly using the Announcements, e-learning messages and Discussions tools. It is extremely important for students to **check e-learning every day** for any communications from their instructor or fellow students. Students may send personal concerns or questions to the instructor using the e-learning messages and discussion threads. The instructor will reply to student e-learning messages or Discussion board messages within 3 working days under normal circumstances. Students may also leave voice / Text messages to the instructor's telephone number (214.724.3578). Finally students may schedule face-to-face meetings with the instructor on an as-needed basis.

EMAIL Subject Line: "OPRE 3310.003 / 5E1 _____(clear info as to contents ! ! ! ! !)
(if you want it answered, follow the above !)

Student Resources

The following university resources are available to students:

UTD Distance Learning:
http://www.utdallas.edu/elearning/students/cstudents.htm

McDermott Library:
Distance Learners (UTD students who live outside the boundaries of Collin, Dallas, Denton, Rockwall, or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, eBooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to http://www.utdallas.edu/library/distance.html.

Student Assessments

Grading Information

Weights

Homework (6 assignments, 5% each)	**30 points**	**30%**
Exams : 3 @ 10% each)	**30 points**	**30 %**
Final Exam (Cumulative)	**10 points**	**10%**
Class Participation	**20 points**	**20%**
Assessment Quiz	**10 points**	**10 %**
Total	**100 points**	**100%**

Grading Scale

Semester Average	Letter Equivalent	
90-100	A ***	*** To receive an "A", all work must be "A" quality, and all assignments turned in on time ! ! !
80-89	B	
70-79	C	
60-69	D	
Less than 60	F	

Grading Policy*:* Your professor can award a + grades or a – grades at the end of the semester. The break points between A+ vs A and A--, etc., will be determined at the end of the semester.

Accessing Grades: Students can and **are expected to** check their grades by clicking "My Grades" on the course menu after the grade for each assessment task is released.

Assignments

There will be **6** graded Homework items sent as assignments. There will be **3** Exams sent as assignments. To receive full credit you must submit the assignments through e-learning on or before the due date/ time. ***You are expected to have at least some one (one or more of your classmates, spouse, significant other, or friend) PROOF & EDIT your work BEFORE submission. There will be a space for their name & contact info on each assignment. Errors in spelling, punctuation, and grammar will cost you points.***
NOT answering a Question will count as 3 wrong answers !
There will be several in class exercises (ICEs). Completeness, clarity of ALL submitted material & neatness in writing are important !

Group Projects: Groups (2-3 students) will be set up for some of the in class exercises;

Assignment submission instructions: Locate the assignment in your eLearning course.
Start your answer at the end of the Item (after the colon.)
Do Not change the format – it makes it hard to grade: = losing points ! ! ! ! ! !

Maintain an electronic file of all submitted work. To submit your assignment, click the assignment name link and follow the on-screen instructions to upload and submit your file(s). Please be aware that attaching your assignment DOES NOT SUBMIT THE ASSIGNMENT. **You must click the SUBMIT button**. For additional information on how to submit assignments, view the Submitting An Assignment video tutorial.

Please Note: All assignment links **will be deactivated 12/31/2016**... After your submission is graded, you may go to My Grades on the course menu and click the score link to check the results and feedback.

Participation/Discussions (See *"Class Participation" above):*

This course does not contain any required participation/discussion, other than the "**In Class Exercises"(ICEs)**. However, your instructor will pose various discussion questions to students and students are encouraged but not required to respond with their analysis, comments, and opinions.

Testing Center / Make-ups

The Testing Center will be used only as required. It is located in the basement of the library. Your instructor is willing to consider alternate testing arrangements in the event of severe hardship with the normal testing venue and dates/times. The UTD Testing Center requests all students strictly follow the proctored exam scheduling deadlines. If any student needs special accommodations, please seek the instructor's approval in advance. If you have any questions about using either UTD or outside testing center service, please email TestingCenter@utdallas.edu.

Please read the Assignment instructions carefully. After each assignment is graded and posted, you may go to My Grades page to view your graded submission. Students use a calculator of their choice when taking the tests and quizzes. Your instructor will provide a formula sheet.

Final Examination: the week of Finals (12/13), it will be Open Book, and 3 Scantrons are required

Class Calendar

Week	Date **Week of: (Tuesday)**	Topic	**Reading Assignment; details for @ Chapters provided**	Due Dates; Notes
1	**8/23**	Welcome; Intro to OM	**-----**	Student Info Sheet
2	**8/30**	Intro to OM ---=	**Ch. 1**	Each student to Select Company; Teams to be Formed;
3	**9/6**	Competitiveness/Strategy/Productivity	**Ch. 2**	
4	**9/13**	Forecasting	**Ch. 3**	
5	**9/20**	Product & Service Design, Strat. Capacity Planning,, Process Sel. Layout	**@4, @5, @6**	
		Exam 1: Weeks 1 – 4; Assignment sent 9/18 by 8:00pm		Due by 10/1, 12:00 midnite
5	**9/20**	Work Design, Location P & A	**@7, @8**	
6	**9/27**	Management of Quality	**Ch. 9**	
7	**10/4**	Quality Control	**Ch. 10**	
8	**10/11**	Aggregate Planning	**Ch. 11**	
9	**10/18**	MRP/ERP	**Ch. 12**	AQ Practice Sheets handed out !

		Exam 2: Weeks 5 – 8; **Assignment sent 10/16 by 8:00pm**		Due by 10/29, 12:00 midnite
10	**10/25**	Inventory Management	**Ch. 13**	Review AQ Practice Sheets, Bring to AQ
11	**11/1**	**Inv. Mgt. Review + "Assessment Quiz"**		**in class & written "Quiz" !**
12	**11/8**	**JIT & LEAN**	**Ch. 14**	
13	**11/15**	**Supply Chain Management**	**Ch.15**	
14	**11/22**	**FALL Break: No Class**	**<<<<<< No Class**	**No Class**
		Exam 3: Weeks 9-13 **Assignment sent 11/13 by 8:00pm**		Due by 12/3, 12:00 midnite
15	**11/29**	Supply Chain Mgmt.	**Ch. 15**	
16	**12/6**	Scheduling, Project Mgmt.; Mgmt. of Waiting Lines, Linear Programing	**@16,@17,@18, @19**	
17	**12/13** (17 weeks; 30 / 15 classes)	**Final = Exam 4: Weeks 1 – 16;** **OPEN BOOK;** **Team Presentations**		**Final- in class; 3 Scantrons required**

Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the UTD Judicial Affairs 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.

You may discuss homework problems with others, but you must write it up by yourself with full understanding of what you write. Identical or near identical assignments will be in violation of the university academic dishonesty policy and a referral to the Office of Judicial Affairs will be made.
Your professor will answer your questions and give you guidance on extra credit assignments.

Course Evaluation

As required by UTD academic regulations, every student **must complete** an evaluation for each enrolled course at the end of the semester. A link to an online instructional assessment form will be emailed to you for your confidential use.

University Policies

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to http://go.utdallas.edu/syllabus-policies for these policies.

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

++++++++++ End of Document ++++++++++++++++ **(Updated 8/25/2016)**