

Course Syllabus

Course Information

Course Number/Section	OPRE 6367
Course Title:	Capstone Project in SCM
Term:	Fall 2016
Days & Times:	Monday 7:00- 9:45 PM
Room:	JSOM 2.802

Professor Contact Information

Professor:	Deepa Swaminathan
Office Phone:	469-203-2331 (cell)
Email Address:	dxs163030@utdallas.edu (or use elearning)
Office Location:	JSOM 2.409
Office Hours:	By appointment only

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

Permission of instructor

Course Description

OPRE 6367 Capstone Projects in Supply Chain Management (3 semester hours) Capstone projects are sponsored by local industries and provide the students an opportunity to apply the skills and knowledge gained to solve real world challenging problems in the area of supply chain management. Students work in a team environment, interact with industry leaders and gain some industry specific knowledge

Student Learning Objectives/Outcomes: Upon successful completion of the course, the students will have:

1. Planned and executed a real-life project within the Supply Chain domain,
2. Experienced working effectively together as a consulting engagement team,
3. Gained first-hand experience in project execution, including data collection and analysis,
4. Produced the requisite documentation for a supply chain opportunity assessment project, including professional presentations and reports.
5. Communicated effectively, in both written and oral forms, the work performed by the team, and the lessons learned in the implementation, and
6. Deliver effectively the cost-benefits of suggested operations improvement recommendations to the project client organization.

Most importantly, you will have learned how your individual strengths work in a project team environment, how teams work for a common objective, and what it takes to conduct an effective consulting engagement.

Required Textbooks and Materials: None**Assignments & Academic Calendar - calendar may change at the discretion of the professor.**

Date	Week	Topic	Assignment Due
8/22	1	Course Introduction + Syllabus Discussion Team Set-up for Projects	<i>Classroom NDAs + Team Selection</i>
8/29	2	Project Preparation Session: Classroom Presentations + Structured Interview Techniques	<i>Initial team presentation – Team Brand / Vision / Mission</i>
9/5		No Class-Labor day	
9/12	3	Project Launch Meetings (with Project Sponsors/SMEs)	<i>For Project Sponsor: consolidated word file of team resumes, updated syllabus</i>
9/19	4	Project Management	Interview Questions (from project kick-off)
9/26	5	Process Mapping + Project Status Report+ Debriefing of Project Kick-off Meetings + Assessment Methodology	Statement of Work
10/3	6	Review of Statement of Work + Presentation Skills	
10/10	7	Lean Six Sigma Tools+ Team status report	Project status report #1
10/17	8	Classroom Presentations + Project Review Meetings	Classroom Presentations – Tools for Effectiveness/Efficiency
10/24	9	Team Status Report + Project Review Meetings	Process Maps
10/31	10	Team Status Report + Review of Process Maps	Project Status Report #2
11/7	11	Team Status Report + Classroom Presentations	Classroom Presentations – Company Profile and Culture
11/14	12	Team Status Report + Review Presentation Grading and Content + Project Review Meetings	Project status report #3
11/21		No Class-Thanksgiving break	
11/28	13	Customer Dry Run Presentation – Classroom	Dry-Run Customer Presentations (2)
12/5	14	Customer Dry Run Presentation – Classroom	Dry-Run Customer Presentations (2) Presentation to customer (Final)
12/12	15	Class Wrap-up	Final Presentation to customer + Project Hand-over Project experience paper + Peer evaluations

*Project Reports are to be generated in Microsoft Word format and sent to the instructor as an attachment to an email.

* Process maps are to be generated in Microsoft Visio or equivalent.

Grading Policy

Grade Determination:

Interview Questions	5%
Statement of Work	15%
Process maps	15%
Project Status Report #1	5%
Project Status Report #2	5%
Project Status Report #3	5%
Classroom Presentations	10%
Final Presentation	20%
Peer evaluation	10%
Experience feedback paper	10%
Total	100%

Letter grade determination:

90-100	– A
80-89	– B
60-79	– C
<60	– F

Explanation of Grading Policy:

The professor will award a team grade based upon the grading criteria previously mentioned. Each team member will receive these grades. In addition, each member of the team will evaluate the performance of the other members based using the peer evaluation form. Note: Project sponsors will be providing peer feedback for their project teams. Failure to submit peer evaluations of your teammates will result in a **zero** peer evaluation grade for the person failing to submit. Similarly, each member of the team will submit their experience feedback paper based on their individual experience with this class. Failure to submit the experience feedback paper will result in a **zero** experience feedback grade for the person failing to submit.

Course & Instructor Policies

Student teams will work to complete a supply chain management assessment for a local customer. Each team member will be required to sign a Code of Business Conduct and Non-Disclosure Agreement (NDA) defining certain expected behaviors as representatives of the School of Management. A Statement of Work will be produced and signed by the client and team indicating the work to be done and the deliverables. Students are expected to possess basic knowledge of supply chain management processes and may be required to do research to expand their current knowledge. Students will make a final presentation to the customer and a classroom presentation detailing out the work done and the lessons learned from the project.

Project Milestones and Requirements

At various point in the semester certain deliverables will be due. Please see the academic calendar for due dates and deliverables.

Course & Instructor Policies

- **e-Learning:** All communications for this class will be through e-Learning. All questions (except those of a personal nature) should be posted on the e-Learning Discussion Board.
- **Computers** – students may use laptop computers in class. However, for some students easily distracted, this may not be a good use of your computer.
- **Cell phone usage** – students are requested to **NOT** make or receive cell phone or text messages during class. Please demonstrate the professionalism and respect that I expect from you.

Field Trip Policies

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 http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

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.

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.

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.