MGT 351 Purchasing and Supply Chain Management
Mon/Wed 11:30-12:45 GU 101
Spring 2012

Instructor: Andrew Kach
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Alternative if Blackboard is Down: akach@nmsu.edu
Home Page: http://learn.nmsu.edu

Office: GU 300B
Phone: (575) 646-2641
Office Hours: Tuesday 1:00-2:30 and by appointment
Emergencies only: Leave messages with Adela in the Management office (575) 646-1201

Text (required):

• This course does not require any student CD’s or DVD case studies, all of the material is provided via the textbook website (Can be found under the “Web Links” tab in BB)
• Textbooks are available through the NMSU bookstore: (http://www.nmsubookstore.com/nmsu/)
• You may want to try to purchase the textbook through another website to hopefully save money, although there is no guarantee when the book will arrive. This is a fairly fast paced course; therefore, you will need the text starting the first day of class. (http://www.amazon.com/)

Recommended Materials:
PowerPoint presentations for the assigned chapters are on MyNMSU. I recommend that you download these slides (as notes) and bring them to class with you. It is also recommended that you bring your text to class with you. When we do in-class exercises, you will be at a disadvantage if you do not have it.

Communication with the instructor:
Email is the best way to communicate with your instructor. When sending email to your instructor, please sign your message with your first and last name. Please use your nmsu.edu email whenever possible and enter MGT351 in the subject line. Emails with no subject line or an unidentifiable name will be deleted as a protection against computer viruses. Thank you for your consideration.
Blackboard is available through the following web site: http://learn.nmsu.edu. If you do not have a password and ID for Blackboard, you will need to create one in the same web site.

During office hours, I will be in my office. If you need to speak to me, please feel free to call me at that time. I am in and out of my office during the day, and I cannot guarantee that I will be in my office at other times.

**Use of Blackboard:**

Blackboard is a virtual environment; therefore, knowing where to find resources and where and how to submit your work will be essential to achieve your goals in this class.

- It is the responsibility of the student to use the available material to be familiarized with the use of Blackboard and our website.

**Capabilities:** Homework using Microsoft Office: WORD, Excel and PowerPoint, online-progress quizzes and exams, Blackboard slides and internet resources.

**Course Description:**

An introduction to the organization and operations of purchasing functions, including case studies detailing actual business experiences. Special emphasis is given, but not strictly limited to newer concepts in materials management, e.g., industrial purchasing, supply chain management, and electronic purchasing. Additionally, management of physical resources, information systems in operations and applications in various organizations will also be discussed.

**Objectives and Outcomes:**

If you participate fully in course activities and assignments you will enhance your understanding of and ability to use supply management systems and become an effective supply chain manager. Supply management is an integral part of Supply Chain Management. Supply management within an organization is responsible for making sure the rest of the organization has the materials, equipment, and processes in place to deliver the goods and services to the organization’s customers. A successful learner in this course will to be able to describe, understand and utilize these concepts, ideas and subjects:

- The evolution of supply management and its strategic nature in world-class organizations
- The full range of a supply manager’s responsibilities within supply chain management
- The “boundary-spanning” nature of supply management
- The set of activities that are involved in selecting, managing, developing and evaluating suppliers
- Organizational structures that contribute to World-Class Supply Chain Management
- Total Cost of Ownership – what to consider and how to determine it
Determination of when to outsource and when to produce a good or service within the organization, also known as the “Make or Buy” decision

When to develop sources of supply in your own country and when to develop them elsewhere in the world, also known as the “Offshoring” decision, and the set of considerations to include in the decision

Cost concepts such as direct and indirect costs; fixed, step, and variable costs; and target costs, and various ways to perform cost analyses.

Ethical and professional standards expected among supply management professionals

In addition, there are these behavioral objectives:

Students will gain experience in team work through a variety of assignments and projects

All participants will engage in high ethical standards expected of supply chain professionals in the United States.

Enjoy our learning experience together

Covering all of these objectives means we will all be extremely busy. Your instructors have a goal that you will have a positive learning experience, and that you will see the value of this course to your professional life in the business community. You probably have a goal of getting a good grade in the course. If we work together, we should be able to accomplish ALL of these goals.

General University Policies

Last day to add: The last day to add this course is January 30, 2012.

Withdrawal Policies: The last day to drop the class and receive a “W” is March 12, 2012. Please note that I do not administratively drop students on this deadline. If you are not certain about your grades in the class prior to the drop date, please talk to or e-mail the instructor. The student is responsible for dropping the course, not the instructor. Choosing to drop the course but failing to actually withdraw prior to the deadline will result in an "F" grade.

Incomplete Grades: The following describes university policy regarding incompletes: "Incompletes may be given only if a student has a passing grade at mid-semester (the last day to withdraw from a class) and is precluded from successful completion of the second half of the course by a documented illness, documented death, family crisis or other similar circumstances beyond the student's control." Job related circumstances are generally not appropriate grounds for assigning an “I” grade. See the student handbook for full details.

STUDENTS WITH DISSABILITIES: If you have (or believe you have) a disability & would benefit from classroom accommodation(s), contact the Services for Students with Disabilities (SSD) at Corbett Center, Room 244 (Phone 646-6840; TTY 646-1918). All medical info is treated confidentially. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered. Information, instructions & forms from the Services for Students with Disabilities Office are online at
Student Responsibilities:

- It is your responsibility to read all communication (bulletin postings and mail). Questions and further instructions may be posted and it would greatly benefit you to read everything that is available to you.
- It is your responsibility to check the due dates for homework, quizzes, exams, etc. and submit them before the deadline.
- I recommend completing coursework before the day of the deadline. **Internet and computer problems are not a viable excuse for missing work**; however, I will drop your lowest score out of your homework grades. If you accidentally miss a deadline or do poorly on one assignment, then that score will not affect your final grade.
- Plagiarism is a growing concern within our university. University policy regarding this matter and measures to avoid committing it can be found through the following address [http://lib.nmsu.edu/plagiarism/](http://lib.nmsu.edu/plagiarism/). Please take some time to read up on this subject matter, especially since academic dishonesty is considered a serious offense.

*Expectations for your classroom behavior, You are expected to:*

- Attend all class meetings and exams.
☐ Arrive on time. The class begins at 11:30 am sharp. Students who enter the class late, or leave early (for any reason) tend to interrupt the lectures and the general train of thought for other students and the instructor. So please avoid doing so. If you must be late or leave early, do so in as unobtrusive a manner as possible (e.g., sit near the door, do not ask the instructor to repeat information during class time, and DO NOT ask other students to „catch you up,” etc). I will take the role randomly.

☐ Read assigned materials AHEAD of the class period in which the materials are scheduled to be discussed. This requirement is absolutely essential for in-class cases, as you will analyze cases with your team in class, and hand in or present your solution in class.

☐ Turn off all cell phones, pagers, iPods, etc. at the beginning of class. Use of these devices during class time is disrespectful to the Instructor and fellow students.

☐ Complete and submit all assignments on schedule. This includes assigned reading, exercises, and homework problems.

☐ Indicate your presence in class by signing the attendance sheet for yourself and yourself only. This responsibility is yours and yours alone. If you do not sign the attendance sheet during the class period, your attendance points may be subject to reduction. Remembering later that you forgot to sign will not result in the same number of points as signing in during class.

☐ Alternatively, the instructor may take attendance. You are expected to make and USE a name card showing your first and last name. Some days your professor may take attendance by means of the name cards, and on those days, if you do not have a name card in front of you, you will not receive full attendance points, even if you have signed the attendance sheet.

☐ Let the instructor know by email or phone that you will miss class, especially if an assignment is due.

☐ To be aware of class schedule changes and key dates.

☐ Stay until class is finished.

☐ Behave in class in a manner that respects the rights of your classmates to hear and to learn.

*** Those who disregard these guidelines will have participation points subtracted instead of added

Expectations for your behavior with regard to exams and individual assignments:

· When you are directed to do individual work, such as an exam or the individual project, you are expected to do just that – your own individual work. You are not to share your work with others or to copy anyone else’s work. The prohibition on copying extends to people not in your own class, and to people who have previously taken the course. See the excerpt from the NMSU Student Code of Conduct below. For more information on ethical behavior with respect to written assignments see the Blackboard MGT351 Course Information. There are links with more details about plagiarism.

· Exams are expected to be taken at the assigned time for your class. Exams taken at any other time, early or late, regardless of reason, may be subject to a minimum 10% penalty.

Expectations for your behavior with regard to team assignments:

For team assignments all work turned in is expected to be the original work of the team. Any and all material sources will be cited appropriately or loss of credit will result. Please see the document on the Blackboard MGT351 web site under Course Information titled Report Guidelines. Also see the excerpt from the NMSU Student Code of Conduct below. All team members are expected to do her or his share of the work. A team is responsible for structuring team work assignments so that every person has some role in each phase of the project. Consider
that a project generally has the Idea generation phase, a research collection phase, an organization of the research and draft writing phase, and a finalization phase. Each team is expected to be able to tell me what he or she has contributed in each phase, and be able to produce some evidence to support that contribution (notes, or a draft document.). Furthermore, there should be some general agreement among team members that about what each person’s contribution is.

**If a team is having difficulty working together,** please tell your professor as soon as you have discovered there is a problem. Signs of difficulty include (but are not limited to) the following:

- one team member not attending meetings
- one team member having to do all the work
- one team member never being available or in class
- never being able to reach one or more team members
- a team member does not complete something for which he or she has accepted responsibility
- one team member never accepts responsibility for any part of the assignment.

If you experience any of these symptoms, please discuss it as soon as possible with your professor who will try to help you and your team with an equitable solution. Disagreements and dysfunctional teams that come to your professor’s attention at the end of the semester will result in a lower grade for the entire team.

**You are expected to submit individual and team assignments on time.** There is a penalty for late submission of assignments. The penalty starts at 10% for 10 minutes late up to 24 hours and adds an additional 10% penalty each day after that for two days. (Days end at 5 PM). After three days, the penalty goes to 50%. The moral of the story is: get your work in on time!

Excused absences excuse you, “the body,” not any work that is due. Failure to turn in assignments on time will result in a zero on the assignment. Similarly, an excused absence does not excuse you from obtaining handouts and assignments that you may have missed. IT IS YOUR RESPONSIBILITY TO FIND OUT WHAT YOU MAY HAVE MISSED AND TO MAKE ARRANGEMENTS WITH THE INSTRUCTOR TO OBTAIN ANY HANDOUTS, ETC.

**GRADING AND EVALUATION**

One of the expectations that the University has is that your performance in the course will be evaluated and a grade will be assigned. Customers for the output of this course – the organizations that will hire you, the professors who will instruct you in other courses that follow this one, and you, yourself, as a tuition-paying student, expect that assessment will be reliable and fair, and will reflect your understanding of the concepts in the course. There is wide spread recognition, based on much pedagogical evidence, that people learn in many ways. Therefore, we give you a variety of methods with which to demonstrate your mastery of the concepts and ideas in the course. With those considerations in mind, you will be graded based on performance in the exams, assignments, and activities listed below:
Probable Examination and Assignments and Weights Expected

Assignments to be performed as individual
- Test 1: 175 points
- Test 2: 175 points
- Test 3: 175 points
- Final Exam (Optional, 3 of 4 exam scores will be considered): 175 points
- Attendance and Participation (25 days at 1 point per day): 25 points

Assignments to be performed in teams
- In Class Cases and Other Exercises (12x3 + 14 points): 50 points
- Team Project
  - Establish Teams: 10 points
  - Part 1 – Progress Report: 40 points
  - Part 2 – Final Report: 75 points
  - Part 3 – Presentation of Findings: 65 points
- Team Cases - (minimum of 3 cases @70 ea): 210 points

Total: 1,000 points

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>895-1000</td>
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<td>B</td>
<td>795-894</td>
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<tr>
<td>C</td>
<td>695-794</td>
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<td>D</td>
<td>595-694</td>
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<td>F</td>
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MGT 351.01 Schedule
January 19 through May 11, 2012

<table>
<thead>
<tr>
<th>Date (2012)</th>
<th>Chapter</th>
<th>Cases</th>
<th>Additional Items</th>
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<tbody>
<tr>
<td>Jan 19</td>
<td>Syllabus &amp; Introduction</td>
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<tr>
<td>24</td>
<td>Chapter 1</td>
<td>C1-2 δ Erica Carson</td>
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<tr>
<td>26</td>
<td>Chapter 2</td>
<td>C2-1 δ Sparton Heat-Exchangers</td>
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<tr>
<td>31</td>
<td>Chapter 3</td>
<td>C3-1 δ Iowa Elevators</td>
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<td>Feb 2</td>
<td>Chapter 4</td>
<td>C4-2 δ Hemmingway College</td>
<td>Team names due</td>
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<td>7</td>
<td>Chapter 5</td>
<td>None</td>
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<td>9</td>
<td>Exam I Review/Case 1</td>
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<td>Turn in Case 1</td>
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<tr>
<td>Week</td>
<td>Event</td>
<td>Reading Material</td>
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<tr>
<td>14</td>
<td><strong>Exam 1</strong></td>
<td>Chapters 1-5, Cases</td>
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<tr>
<td>16</td>
<td>Chapter 6</td>
<td>C6-1 δ Moren Corp (A)</td>
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<td>21</td>
<td>Chapter 7</td>
<td>C7-2 δ Air Quality Systems</td>
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<td>23</td>
<td>Chapter 8</td>
<td>None</td>
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<td>28</td>
<td>Chapter 9</td>
<td>C9-2 δ Andrew Morton</td>
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<tr>
<td>Mar  1</td>
<td>Cover Group Case II</td>
<td>Turn in Case II</td>
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<td>Mar  6</td>
<td>Review for Exam II</td>
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<td><strong>Exam II</strong></td>
<td>Chapters 6-9, Cases</td>
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<td>13</td>
<td>Chapter 10</td>
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<td><strong>Negotiation Exercise</strong></td>
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<td>Spring Break!</td>
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<tr>
<td>22</td>
<td>No Class</td>
<td>Spring Break!</td>
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<tr>
<td>27</td>
<td>Chapter 11</td>
<td>C11-3 δ City of Granston</td>
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<td>29</td>
<td>Chapter 12</td>
<td>C12-1 δ Loren Inc.</td>
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<td>Apr  3</td>
<td>Chapter 13</td>
<td>C13-3 δ Delphi Corp</td>
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<td>Chapter 14</td>
<td>C14-1 δ Marc Biron</td>
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<td>10</td>
<td>Chapter 15</td>
<td>C15-1 δ Rocky Plains Brewing</td>
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<td>Apr  12</td>
<td>Cover Group Case III</td>
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<td>Review for Exam III</td>
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<td>19</td>
<td><strong>Exam III</strong></td>
<td>Ch. 11-15, Cases</td>
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<tr>
<td>24</td>
<td>Case Study/Class Review</td>
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<td>26</td>
<td>Presentations</td>
<td>Part 2 of group projects due</td>
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<tr>
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<td>Presentations</td>
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<tr>
<td>May  3</td>
<td>Presentations</td>
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<tr>
<td>7-11</td>
<td><strong>Final Exam Week</strong></td>
<td>Optional Final: Date and time TBA</td>
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