Course Scope

This course provides a general introduction to Supply Chain Management (SCM). SCM involves the flows of material, information, and finance in a network consisting of customers, suppliers, manufacturers, and distributors, with the objective of fulfilling a customer request while achieving a sustainable competitive advantage. In this course, you will be introduced to the different components of supply chain management including: strategy, design, demand planning, inventory management, as well as cross-functional elements that relate to SCM. MGT 351 is an upper division business elective course and is a required major course for the project & supply chain management option of the major in Management.

Course Objectives

By the end of the semester, you should be able to identify and apply:

- **The strategic importance** of supply chain management and its importance as a competitive advantage.
- **Key drivers** for supply chain performance and how they can be used to improve performance both conceptually as well as practically.
- **Analytic methodologies** for supply chain analysis.
- Benefits of working with **SAP**, a widely used Enterprise Resource Planning (ERP) system

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Required Materials

2. Other materials may be requested at a later time.

Responsibilities

As your teacher I have the following responsibilities:
• Come prepared to every class.
• Plan my class so you can accomplish the objectives listed above.
• Treat you as responsible adults.
• Consider that is not always your fault if you don’t understand the material.
• Encourage you to ask and answer questions.

As students you have the following responsibilities:
• Come prepared to every class.
• Complete all work on time with proper thought.
• Behave as responsible adults.
• Consider that it is not always my fault if you don’t understand the material.
• Treat others with respect.

Point Distribution and Grades

Scores for each category of points will be approximately weighted as shown below.

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<thead>
<tr>
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<th>Grade percentage</th>
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<tbody>
<tr>
<td>Case write-ups</td>
<td>15%</td>
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<tr>
<td>Rats</td>
<td>10%</td>
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<tr>
<td>Mini-rats</td>
<td>10%</td>
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<tr>
<td>Exam I – II</td>
<td>28%</td>
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<tr>
<td>Final Exam</td>
<td>25%</td>
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<tr>
<td>SAP assignments</td>
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<td><strong>Total</strong></td>
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Grades will be assigned as follows:

- 90% through 100% | A
- 80% through 89.9% | B
- 70% through 79.9% | C
- 60% through 69.9% | D
- Below 60%          | F

Note: After all the material is graded, letter grades will be assigned as in the table above. I will do some rounding, but in the following manner: 89.444 is a B, no exceptions, but 89.445 will round to an A.

Cases: each case will address the topic(s) covered in a particular subject area and the objective is to apply the knowledge you have gained to solve an unstructured problem. In preparing the write-up of the case, please follow these guidelines:
• Be concise and well-structured: no more than three pages (not including tables and/or figures).
• Articulate the content of your case clearly. For proper writing and styling standards please refer to [http://goo.gl/GCZ0j5](http://goo.gl/GCZ0j5).

Some of the cases are to be completed individually, and some will be done in teams. The class honor’s code stipulates that you may include your name on the submission only if you contributed to the case write-up.
Readiness Assessment Tests (rat): There will be short Canvas based rats. These will be taken outside class time and they will be released at the beginning of each topic/chapter. The purpose of the RATs is to motivate you to read and understand the material before it is discussed in class and to reinforce relevant topics. You will be allowed to take a RAT twice and the grade assigned will be the highest score obtained for a RAT.

Mini-rats: there will be a 3-5 question mini-rats at the beginning of every class/topic. The purpose of these mini-rats is to encourage you to attend class and come prepared. These will be taken during the first 5-10 minutes of the class.

Exams: Exams will carry most of the weight of your final grade. Questions will come from in-class discussions, cases, and rats. Format of the exams will vary and might include different formats (multiple choice, true/false, short answer, essay, etc.). The final exam is comprehensive.

SAP Exercises: There will be a number of exercises to get you familiarized with SAP and the business processes and functions covered in the textbook. The exercises will be done in individually.

General Policies

Attendance
Students are expected to attend class. Attendance is not required but highly recommended. You cannot expect to have a thorough grasp of the material if you miss class. You are responsible for all material or assignments that are covered in class.

Communication
We will be using CANVAS extensively. All the material associated with the course will be available through CANVAS. This LMS offers many ways of communication and I will be using two:

- Email: please use the CANVAS email system to communicate with your instructor for personal issues related to the course. Make sure to use proper netiquette when sending emails, including but not limited to:
- Articulate the content of your message clearly. This means you should not use text message or instant message speak. Proper communication standards also apply for any submitted work. For proper writing standards please refer to http://goo.gl/GCZ0j5.
- Before you send an email, review the course’s content on Canvas. It is very likely that you can find an answer to your question(s) by examining this content.
- Failure to follow these simple rules will generally result in a non-response from the instructor.
- You can expect a reply from me within 24 hours.

- The Discussions section of CANVAS is an extension of my office hours. Please post all technical questions here. I will not answer questions about cases/projects in private e-mails. Make sure you use relevant subject headings for your postings. A good, descriptive subject heading will help other students learn from the answers to your questions. A subject heading of “HELP??” is not relevant. An example of a more relevant subject heading is “Help: How do I implement solver in ” If you are going to start a new topic, or ask a new question, make sure that you start a new thread. Continuing a previous thread with a new question will only ensure that most people miss your question. Be sure to include enough information in your question. For example, if you are getting a compilation error, make sure you list the compile line you used, the entire error message, and at least 10 source lines that precede the line about which the compiler is complaining. This will give me more information and thus, the more likely you will get a helpful answer. Do not wait until the last minute to post a question. I strongly encourage other students to post answers to questions they see on the Discussions area. You can expect a reply from me within 24 hours.
Late Work Policy

- **No makeup** rats /mini-rats will be allowed.
- **No late submissions** for cases will be allowed.
- **No late submissions** for SAP projects will be allowed.
- Makeup Exams will be given only under extraordinary circumstances and the student **must** submit a legitimate excuse prior to the exam. Examples of legitimate excuses include:

  If it is ... You have to bring a...
  Due to illness: note from doctor
  Due to business: note from supervisor
  Death in family: note from family member and obituary
  Other: on a case-by-case basis

Read carefully: I must be informed prior the exam to count as a legitimate excuse. **If you cannot reach me, leave a message at the department's office (646-1201) indicating time and date.** Notifying me by email will not be sufficient. Notifying me after the exam will result in a grade of zero for that exam. Your excuse must be submitted to me and it must contain a telephone number so that your absence can be verified. **Failure to follow the guidelines will mean that you forfeit the excused absence option.** If a student misses an exam **without a legitimate excuse,** s(he) will receive a grade of zero for that exam.

Add/Drop Policy

Students may add courses thru **August 28, 2015** and drop/cancel courses thru **October 19, 2015** through MyNMSU self-service, or by using the add/drop slip (**no signature required**). Late registration fees will apply for courses added after **August 28, 2015.** Students may withdraw from the university (withdraw from all classes) until **November 13, 2015.**

Incompletes

A grade of "I" (Incomplete) will be assigned only in circumstances in agreement with the current NMSU Undergraduate Catalog ([http://catalog.nmsu.edu/](http://catalog.nmsu.edu/)). Incomplete grades are to be given only if a student has passed the first half of the course and is unable to complete the course due to circumstances beyond the student's control. (If the circumstances develop during the first half of the course, the student has the opportunity to drop the class). Examples of appropriate circumstances are documented illness, documented death or crisis in the student's immediate family and similar circumstances. The catalog states that job related circumstances are generally not appropriate grounds for assigning an "I" grade and that this grade is not to be used to avoid assigning a D, F, or U grade.

Academic and non-academic misconduct

The Student Code of Conduct defines academic misconduct, non-academic misconduct and the consequences or penalties for each. The Student Code of Conduct is available in the NMSU Student Handbook online at [http://studenthandbook.nmsu.edu/student-code-of-conduct/](http://studenthandbook.nmsu.edu/student-code-of-conduct/).

Plagiarism. Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The NMSU Library has more information and help on how to avoid plagiarism at [http://lib.nmsu.edu/plagiarism/](http://lib.nmsu.edu/plagiarism/).

Because of the nature of this class, discussion of principles and approaches to solve a particular problem between class members is allowed.
Notice Concerning Disabilities and Discrimination.
Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) covers issues relating to disability and accommodations. If you have questions or need an accommodation in the classroom (all medical information is treated confidentially), contact:

Trudy Luken, Director
Student Accessibility Services (SAS) – Corbett Center, Room 208
Phone: (575) 646-6840
Email: sas@nmsu.edu / Website: http://sas.nmsu.edu

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation.

For more information on discrimination issues, Title IX, Campus SaVE Act, NMSU Policy Chapter 3.25, NMSU's complaint process, or to file a complaint contact:

Gerard Nevarez, Title IX Coordinator
Agustin Diaz, Title IX Deputy Coordinator
Office of Institutional Equity (OIE) – O'Loughlin House, 1130 University Avenue
Phone: (575) 646-3635
Email: equity@nmsu.edu / Website: http://eeo.nmsu.edu/

Other NMSU Resources:
NMSU Police Department: (575) 646-3311 www.nmsupolice.com
NMSU Police Victim Services: (575) 646-3424
NMSU Counseling Center: (575) 646-2731
NMSU Dean of Students: (575) 646-1722
For Any On-campus Emergencies: 911

Professional Behavior Guidelines

Tardiness: Please arrive on time. If you arrive late, quietly take a seat nearest the entrance.

Side Conversations: Side conversations make it difficult for your classmates to actively listen and learn.

Sleeping: Falling asleep in class is not considered professional behavior. If you are feeling sleepy, please step outside the class for a minute, get a breather, and come back to class.

Inattention: Please do not read other material or study for other courses during the class. It is not polite. Please pay attention and join in the individual and group discussions. It will help you master the material.

Cell Phone: While there are a myriad of appropriate times and places to use one’s cell phone, during a class period it is not one of them. Therefore, students are prohibited from using their cell phones during class, regardless of whether they are used for calling or for text messaging purposes. Cell phones should be turned off and stowed away at all times in the classroom. Cell phone use is strictly prohibited during Exams.

Laptop Computers: Students are free to use laptop computers for note taking purposes during class. If a student is discovered using his or her laptop for any other purposes, such as surfing the internet, that student will forfeit the opportunity to use his or her laptop for the remainder of the semester. Personal laptops are prohibited during exams.

Miscellaneous Policies
• Although I will try to maintain the class schedule and objectives, I may need to make adjustments.
• I do not give additional projects to increase one’s grade before or after the exam(s).