#### **OPSM 3830-001 OPERATIONS MANAGEMENT**

#### **Instructor Contact**

Instructor	Ferhat Caliskan (He/him)		
Class Hours	6:00 – 9:50 PM on Mondays and Wednesdays at BLB 140		
Office hours:	By Appointment through Zoom		
Email:	Via <u>Canvas</u> (E-mail through Canvas Inbox is the best way to reach me)		
Alternate e-mail:	ferhat.Caliskan@unt.edu (use only if there is a problem with Canvas)		

# **Communication Expectations**

All course communication will be through the Canvas platform. All inquiries are responded to as quickly as possible, but always within 48 hours. In general, grades for SmartBook reading assignments and quizzes are available immediately upon completion of the assignment.

# **Course Description**

OPSM 3830 Operations Management is the management of production emphasizing industrial enterprises; production objectives; design and improvement of processes, work methods, and physical facilities; use of measurements and standards; production planning and control; quality control; budgetary and cost control; materials management.

The course addresses a broad array of topics included under the umbrella of Operations Management. Topics, planning for changing/new operational systems including financial implications of operational changes; supply chain impacts, including sourcing, making and delivery decisions; customer management; strategy and change management including new product design/launch; project management; supply chain analytics; and the impact of technology. The goal is to examine operations as an integral part of the supply chain network; emphasizing demand-driven value networks.

# Course Structure

All assignments, including readings, quizzes and tests are accessed through Canvas.

The course materials will be covered in approximately 5 weeks from May 19, 2025 to June 20, 2025. The midterm exam is scheduled for June 2, 2025, and the final exam (which is not comprehensive) is scheduled for June 18, 2025. There are 16 modules to the course covering 20 chapters and chapter supplements, two exams, four simulation modules, and resume submission.

SCHEDULING DISCLAIMER: The schedule, policies, and assignments contained in this course syllabus are subject to change in the event of extenuating circumstances, class progress, or by

mutual agreement between the instructor and the students. Changes will be announced via Canvas.

# Course Prerequisites or Other Restrictions

While there are no prerequisites for this course, it is a junior level course. As such, you are expected to have working knowledge of the topics covered in the freshman and sophomore level courses. This prerequisite material includes statistics, forecasting and regression. We will not address material already covered in those courses. Additionally, you should have working knowledge of the internet, Canvas LMS, MH Connect, Microsoft Office, and Zoom.

# Course Objectives

By the end of this course, students will be able to:

- 1. Identify the various components of Organizational Operations
- 2. Describe the models associated with various facets of Operations Management
- 3. Apply these models to solve quantitative and qualitative problems
- 4. Depict the appropriate operational activity throughout the supply chain
- 5. Explain Supply Chain Management in terms of global flow of goods and services

# Required Materials

Text. (Connect Access with eBook) Operations Management, 14th edition, William J. Stevenson, McGraw-Hill Irwin. ISBN: 9781264344963. You may purchase it directly through Canvas/Connect or by purchasing an Access card through the bookstore.

MH Connect includes the ebook, so you do not need to purchase a hardcopy.

All other course materials will be available through Canvas.

# Teaching Philosophy

All materials, readings, quizzes, and exams are provided within the Canvas shell. The course is integrated with McGraw-Hill Connect, which is required for the course. <u>Please note that accessing Connect directly to do assignments may result in grades not transferring into the Canvas gradebook. Therefore, please access all assignments through Canvas.</u> You are responsible to keep track of your grades in the Canvas gradebook and notify me immediately should a grade not appear.

The course is straightforward but contains a lot of material. It has been designed to provide you with a detailed overview of the Operations Management of an organization. Each module is self-contained. Completing all the assignments in the required time window will prepare you for the exams. I have provided lecture and problem-solving videos to go along with various chapters. While these do not cover all the problems assigned, they do provide detailed explanations for

solving problems where previous courses had difficulty. As always, please reach out to me should you have any questions or concerns regarding the course.

## Success in the Course

Success in this course requires certain skills and expectations. Most notably, time management. The course is designed so that you can complete the assignments per module and prepare for the exams. Falling behind will not only cause you to fail to receive the points for that module's assignments, it will also jeopardize your preparedness for the exams.

# Course Schedule and Deadlines

Row#	Date	Chapter/Topic	Chapter #	Deadlines and important notes
1	19-May	Course & Semester Overview	1, 2	Ch 2 Quiz is due by 11:59pm, May 22
		Chapter 1 – Introduction to Ops Management		
		Chapter 2 – Competitiveness, Strategy, &		
		Productivity		
2	21-May	Chapter 3 – Forecasting	3, 4, 4s	Ch 3, 4, and 4s Quizzes are due by
		Chapter 4 – Product and Service Design		11:59pm, May 22
		Chapter 4 Supplement – Reliability		
3	26-May	Chapter 5 – Strategic Capacity	5, 5s, 11	Ch 5, 5s and 11 Quizzes are due by 11:59pm, May 27
		Chapter 5S – Decision Theory		
		Chapter 11 – Aggregate Planning & Master		
		Scheduling		
4	28-May	Chapter 6 – Process Selection and Facility	6, 7, 8	Ch 6, 7, and 8 Quizzes are due by
		Layout		11:59pm, May 29
		Chapter 7 – Work Design and Measurement		
		Chapter 8 – Location Planning and Analysis		Resume submission is due on May 29
5	02-Jun	Midterm Exam (Part 1 & Part 2)		6:00 pm – 9:50 pm
6	04-Jun	Chapter 9 – Management of Quality	9, 10	Ch 9 Quiz is due by 11:59pm, Jun 5
		Chapter 10 – Quality Control		
7	09-Jun	Chapter 12 – Inventory Management	12, 13	Ch 12 and 13 Quizzes are due by
		Chapter 13 – MRP and ERP		11:59pm, Jun 10
8	11-Jun	·	14, 14s, 15	Ch 14, 14s, and 15 Quizzes are due by
		Chapter 14 Supplement - Maintenance		11:59pm, Jun 12
9	16-Jun	Chapter 15 – Supply Chain Management Chapter 16 – Scheduling	16, 17	Ch 16 and 17 Quizzes are due by
9	10-1011	Chapter 17 – Project Management	10, 17	11:59pm, Jun 17
		Chapter 17 Project Management		11.55pm, 3um 17
		<b>Practice Operations Modules Due</b>		<b>Practice Operations Modules</b>
				are due by 11:59pm, Jun 17
10	18-Jun	Final Exam (Part 1 & Part 2)		6:00 pm – 9:50 pm

# Grading

Assignment	Points Possible	Percentage of Final Grade
SmartBook – additive out of 285 possible	250 points	25%
Quizzes – additive out of 243 possible	200 points	20%
Midterm Exam Part-1	100 points	10%
Midterm Exam Part-2	100 points	10%
Final Exam Part-1	100 points	10%
Final Exam Part-2	100 points	10%
Practice Operations Modules- 30 pts each,	100 points	10%
additive out of 120 possible		
Resume submission	50 points	5%
Total Points Possible	1000 points	100%

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 500-599

Grades are based on the total points earned during the semester. SmartBook assignments and quizzes offer up to 285 and 243 points, respectively. To receive full credit, you need to earn at least 250 points from the readings and 200 points from the quizzes. Any points earned beyond these thresholds will count as extra credit.

#### **Course Policies**

- **Assignment Policy**. No late assignments will be accepted. Please access all assignments through Canvas. Doing assignments directly in MH Connect may result in the grades not transferring into the Canvas gradebook.
- Examination Policy. Both the midterm exam and the final exam consist of two parts. Once you start, you have 90 minutes to complete each part, giving you a total of 180 minutes for each exam. *Exams are open-book and open notes*. You may not use websites outside of Canvas (especially those with exam questions) to help solve the exam problems. Exams are individual assignments. Working together on an exam is cheating and will be dealt with in accordance with university policy. There are no make-up exams so please plan accordingly.
- **Practice Operations Modules.** There are four Practice Operations Modules included with the course. Each module involves a simulation of the material we are learning in the course. Please note, however, that the modules do not fully align with the chapters, so you may need

to look up some of the information on your own in order to complete each assignment. For each module, you'll have the opportunity to earn up to 30 points, so there are a total of 120 points available. You need 100 points to receive full credit for the assignment, so missing a point here or there will not negatively impact your grade. Any points earned beyond 100 will count as extra credit. The modules get harder as you progress, so be sure and earn as much credit as you can on the earlier ones! To receive credit for each module completed, you must post a reply in the appropriate discussion thread for that module. The modules are available from May 19, 2025 to June 17, 2025, and you have unlimited attempts at completing each. You can access the modules by clicking on the Assignments tab and going to the Practice Operations group.

• **Resume.** Time to start thinking about graduation! Got your resume ready? You should! In order to assist you in preparing for your (eventual) job search, the SCM faculty would like to ensure that your resume is ready. Your assignment is to create and submit a resume. You will also have an opportunity to make it available to prospective employers. The SCM faculty might use this resume to send to companies that contact us throughout the semester. Submit your resume and other associated details on Canvas.

# Instructor Responsibilities and Feedback

In addition to maintaining the Canvas course site, I will also

- Post announcements as needed to clarify and update information on the course
- Answer any questions/concerns you may have about the course, assignments, due dates, etc.
  - Respond to all course inquiries usually within 24 hours, but always within 48 hours.

#### **Attendance Policy**

Class attendance is not required. However, you are expected to complete all assignments through Canvas by the stated due dates.

## **Class Participation**

Participation is measured by assignments completed. Please monitor and maintain an active interest in the course so all assignments are completed by the stated due date. No late assignments are accepted. Make sure to access all assignments through Canvas. You are responsible for ensuring your grades are entered correctly in the gradebook. Please contact me immediately if grades are missing.

## Syllabus Change Policy

While every attempt has been made to cover possible contingencies, the syllabus may change during the semester. If it does, an announcement will be posted noted the changes and an updated syllabus will be posted in Canvas.

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. You will receive notification when SPOT evaluations become available for this course. Additionally, there will be a post in the Announcements on Canvas reminding you to complete the SPOT evaluation.

# Course Technology & Skills

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, adjustments to the time windows may be provided based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

# Minimum Technology Requirements

- Internet-enabled computer with video camera
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Canvas Technical Requirements (<a href="https://clear.unt.edu/supported-technologies/canvas/requirements">https://clear.unt.edu/supported-technologies/canvas/requirements</a>)

# Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Using Zoom video conferencing
- Using MH Connect

# Rules of Engagement

- Treat your instructor and classmates with respect in email or any other communication.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language. No profanity.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 point font

- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).

See these Engagement Guidelines (<a href="https://clear.unt.edu/online-communication-tips">https://clear.unt.edu/online-communication-tips</a> ) for more information.

# Getting Help - Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** http://www.unt.edu/helpdesk/index.htm

Email: helpdesk@unt.edu Phone: 940-565-2324

In Person: Sage Hall, Room 130 Walk-In Availability: 8am-9pm

Telephone Availability:
• Sunday: noon-midnight

• Monday-Thursday: 8am-midnight

Friday: 8am-8pmSaturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

## **UNT Policies**

## **Academic Integrity Policy**

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with

members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale "cutting and pasting" from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams. Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

## **ADA Policy**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

#### **Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

**Retention of Student Records** 

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

## Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

## Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

## **Student Evaluation Administration Dates**

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available at the end of the semester to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

#### **Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of

Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

## Important Notice for F-1 Students taking Distance Education Courses

## **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

## The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

## **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email <a href="mailto:internationaladvising@unt.edu">internationaladvising@unt.edu</a>) to get clarification before the one-week deadline.

### **Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (<a href="https://policy.unt.edu/policy/07-002">https://policy.unt.edu/policy/07-002</a>).

#### Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

# Academic Support & Student Services Student Support Services Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

#### **Chosen Names**

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

<sup>\*</sup>UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

#### **Pronouns**

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can <u>add your pronouns to your Canvas account</u> so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person's pronouns?
- How do I correct myself or others when the wrong pronoun is used?

## Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

## **Academic Support Services**

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)