

**University of North Texas**  
**College of Business Administration**  
**Department of Marketing & Logistics**  
**OPSM 4810-001 - PURCHASING AND MATERIALS MANAGEMENT**

Semester: Fall 2017  
Primary e-mail: **BLACKBOARD**  
Class Time: M 6:30 p.m. – 9:20 p.m.  
Classroom: BLB 010  
Office Phone: 940.369.7133

Instructor: Jeffrey Ogden, Ph.D.  
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Office: BLB 394G  
Conference Hours:  
M 5:00 p.m. – 6:00 p.m.  
and by appointment (email)

**Course Description:** Every organization in both the public and private sector is in varying degrees dependent on materials and services supplied by other organizations. No organization is self-sufficient. Purchasing and supply management is, therefore, one of the key business processes in every organization. This course is designed to provide an introduction to the field of purchasing and supply management. It covers topics such as how supply is organized within organizations, the standard acquisition process, purchasing-related information systems, cost management tools, negotiation strategies, supplier selection, metrics, purchasing capital goods, purchasing services, outsourcing, buyer-supplier relationships, and purchasing strategies.

**Course Objectives:** The main goal of the course is to provide students in business administration and other relevant disciplines an in-depth understanding of the key activities involved in buying and utilizing materials as well as their impact on an organization's performance. The secondary objective is to develop the students' skills in communication, teamwork, and critical thinking through classroom discussions and group projects.

**Teaching Methodology:** The material is primarily presented in a case-based discussion format with dialogue encouraged on the issues. Student preparation of assigned readings and homework prior to class is essential for full participation and comprehension and participation.

**Required Textbook:** Johnson, P. F., & Flynn, A. E., *Purchasing and Supply Management* (15th ed.), McGraw-Hill, 2015. ISBN: 978-0-07-802409-2

**Supplemental Materials:** Class case studies and relevant articles will be posted throughout the semester.

### Course Grading:

Individual Readiness Assessment Tests	10%
Attendance/Participation	10%
Midterm Exam	15%
Final Exam	15%
Team Readiness Assessment Tests	10%
Team Case Analysis	30%
Team Member Evaluation	10%

### Readiness Assessment Tests

In team-based learning, the basic mechanism to ensure that students are exposed to course content is the Readiness Assurance Process. The Readiness Assurance Process has five major components as follows:

1. Reading Assignment – Complete the assigned readings and come to class prepared to take a test covering the conceptual material (not the quantitative material) you have just read.
2. Individual Tests – The Readiness Assessment Test (RAT) will be given at the beginning of class and will typically consist of short true-false or multiple-choice questions. RATs are closed book tests. There will be no make-up RATs. However, you will be allowed to drop your lowest two individual RAT scores. If you are caught cheating on these individual tests, you will receive a failing grade for the class, so be sure to keep your eyes on your own test.
3. Team Tests – When students have finished taking the individual RAT, they turn in their answers and immediately proceed to retake the same test, but this time as a team. Team RATs are also closed book tests. The discussion required to choose a team answer both serves as an excellent review of the readings and provides the opportunity for peer teaching. The team tests are completed and scored using IF-AT answer sheets which provide concrete and immediate feedback on both individual and team scores. At this point, the instructor (or a group member) also posts their team scores on the board; however, individual scores remain anonymous. Public posting of the team scores allows students to monitor their performance by making comparisons between their scores and those of their peers.
4. Appeals Process – This phase of the process gives students the opportunity to refer to their assigned reading material to appeal any questions that were missed on the team test. The students must produce compelling evidence (in writing) to convince the instructor to award credit for the answers they missed on the team test.
5. Instructor Feedback – This feedback comes after the appeals process and allows the instructor to clear up any confusion students may have about any of the concepts presented in the readings.

### Attendance/Participation

Class meetings are primarily lecture and group discussion. An upper-level undergraduate course should be a forum where ideas are freely exchanged. The course material will be augmented for certain lessons with handouts and videos which will be discussed in class and which are considered testable material.

I hold you responsible for all material covered during class, including changes to the syllabus, course schedule, and course materials. I will not supplement missed lecture material. If you must miss a class, you need to make the necessary arrangements to obtain any missed material or lecture notes from other students in the class. **I recommend you establish a “backup” or study group to supplement your notes or to obtain missed material.**

Class attendance is mandatory; and I will call on students by name to answer questions, discuss assignments, and to comment on key concepts. Missing these opportunities may result in a reduction in your final grade (see class participation under Grading). Class participation and attendance cannot be made up without a valid medical excuse, an absence approved by the Dean of Students, or bona fide family emergency.

What do I mean by participation?

- Attending class on a regular basis (Students will receive an 10 percent reduction in participation points for every unexcused absence)
- Raising and answering questions
- Reading the assigned material prior to class
- Sharing ideas, observations, and personal experiences
- Pointing out relevant data
- Generating potential solutions
- Relating to and synthesizing the ideas of others
- Pointing out relationships to earlier discussions
- Helping others develop their views and ideas
- Not distracting others who are trying to listen or learn

Class participation will affect the case grades and your final grade. Points will be based on preparation for class, quality of class input, organization, and conciseness. If you do not actively participate, you will not receive any points for this grading element. Please get involved, share your experiences and ideas, and ask questions of the instructor and your classmates. Remember, if you don't understand, it's likely that others don't either.

### Exams

The midterm exams will be given during the class session indicated. Exams are cumulative in nature. The final exam is comprehensive and will be scheduled by the registrar during finals week. The exams will be case-based and comprised of short answer or essay questions. No make-up exams will be given for unexcused absences.

### Team Case Analysis

In addition to doing a summary write-up, teams will have the opportunity to lead the discussion of several of the end-of-chapter cases. The team's role will be to present the facts of the case, help identify the major issues and problems, generate and evaluate alternative solutions, recommend and justify a solution, and suggest an implementation strategy where appropriate. Everyone in the class should read and analyze each case. It is recommended that every person in each team take an active speaking role during their team's case discussion; otherwise, each team may organize as it desires to maximize its effectiveness.

### Team Member Evaluation

Much like the business world where organizations no longer compete against other organizations, but supply chains compete against supply chains, the assignments associated with this class are mainly team-based. However, organizations routinely evaluate members of their supply chains and weed out those who are not adding value or those who are adding too much cost. Therefore, to introduce some element of individual responsibility, at the end of the class, team members will have the opportunity to evaluate their peers. These scores will then be used to calculate this portion of the individual student's grade.

Final grades will be distributed according to the following cutoffs. The student will be awarded at least the indicated letter grade if he/she achieves the cutoff percent or higher on all coursework.

<b>Percent</b>	<b>Grade</b>
90.00% of above	A
80.00% - 89.99%	B
70.00% - 79.99%	C
60.00% - 69.99%	D
59.99% of below	F

### **Typical Class Period:**

15 minutes for Readiness Assessment Test  
30 minutes for discussion of assigned textbook reading material or in-class exercise  
15 minutes for case discussion led by one team  
10 minute break for case critique preparation  
10 minutes for case critique  
10 minutes for instructor wrap-up

### COURSE SCHEDULE

WEEK	DAY	TOPIC	READING	DUE
1	28 Aug	Syllabus and Expectations Characteristics of SCM		
		Establishment of Teams Case Process		Cottrill Inc. (Handout)
2	4 Sep	No Class – Labor Day		
3	11 Sep	Purchasing and Supply Management Profit Leverage Effect Supply Chain Mapping	Ch 1	
		Supply Strategy	Ch 2	Duchess Univ. (BB)
4	18 Sep	Supply Organization	Ch 3	Southeastern Univ. (BB)
		Supply Processes and Technology Process Mapping IT vs. IS RFID	Ch 4	Deere & Co. (BB)
5	25 Sep	Midterm Exam		
6	2 Oct	Make or Buy, Insourcing, and Outsourcing Core Competency	Ch 5	<b>Alicia Wong (5-3)</b>
		Need Identification and Specification	Ch 6	<b>Carson Manor (6-3)</b>

7	9 Oct	Quality Goods vs. Services	Ch 7	<b>Caledon Concrete (7-2)</b>
		Inventory	Ch 8	
8	16 Oct	Price Learning Curves Price Forecasting	Ch 10	<b>Coral Drugs (10-2)</b>
		Cost Management Midterm Review	Ch 11	<b>Deere Cost (11-1)</b>
9	23 Oct	Midterm Exam		
10	30 Oct	Negotiation Discussion		
11	6 Nov	Negotiation Exercise		<b>Price Forecasting (10-3)</b>
12	13 Nov	Supplier Selection	Ch 12	<b>Loren Inc. (12-1)</b>
		Metrics Exercise Forecasting Briefs		
13	20 Nov	Supplier Evaluation and Supplier Relations	Ch 13	<b>Plastic Cable Clips (12-3)</b>
		Simplification		
14	27 Nov	Legal and Ethics	Ch 15	Casson (BB)
		Other Supply Responsibilities	Ch 16	TriCity (BB)
15	4 Dec	Supply Function Evaluations and Trends	Ch 17	<b>Ross Wood (16-1)</b>

		Collaboration in Buyer/Supplier Relationships Final Exam Review		
	9-15 Dec	Final Exam		

## **BLACKBOARD ONLINE LEARNING**

Management of this course will be through the BLACKBOARD Learn which can be accessed at: <https://learn.unt.edu/>

## **ANNOUNCEMENTS**

Announcements will be made when needed during the term using the ANNOUNCEMENTS tool. Be diligent and check it every day or you may miss something important. Only the instructor can post announcements.

## **ASSIGNMENTS**

Assignments are posted using the CONTENT/ASSIGNMENTS tool. It is easy to use and make sure you check it daily for any new assignment. Assignments will be posted approximately 1 week before due. Deadlines are in place and clearly stated in the instructions, which prohibit submitting an assignment late. Late submittals are not accepted and students are responsible for any technical difficulties. Student submittals will be posted to BLACKBOARD by the due date and time using the ATTACH FILE option.

## **COURSE CONTENT**

The COURSE CONTENT home page provides access to all lessons and supporting material posted on BLACKBOARD. Types of files include Excel, PowerPoint, PDF, and Word among others. If it appears that a file does not look right, be sure and download that file to your computer and open it in the correct software. Some files automatically download to your computer when you access them. Be sure and view them in the correct software to avoid alignment problems. Students are responsible for printing any documents you choose for class support such as PowerPoint documents, and assigned articles, homework and class case studies. All documents will be posted 1 week prior to class and will not be distributed in class.

## **BLACKBOARD EMAIL**

BLACKBOARD has a powerful email tool that I will use for private messages to students as well as a backup for announcements. If you have a private message for me or anyone else, this is your primary tool to communicate with us. Email through BLACKBOARD is my preferred method of communication. Keep your messages clear, courteous, and short.

## **MY GRADES**

The MY GRADES tool is used to report your grades. It is located on the left of your homepage list of tools. You will be informed when a grade is released using this tool. Final grades are reported using this tool in advance of UNT release of grades. MY GRADES is not the official gradebook as maintained by the professor.

## IMPORTANT UNIVERSITY POLICIES

### ACADEMIC INTEGRITY STANDARDS AND SANCTIONS FOR VIOLATIONS

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 ranging from admonition to expulsion from the University.

Cheating, plagiarism, or other inappropriate assistance on examinations will be treated with **zero tolerance** and will result in a grade of “F” for the course. The work should be solely your effort with **ABSOLUTELY NO** outside help or assistance. When working on exams, you must not discuss the exam with anyone (other faculty, other teams, or other students) unless specifically approved by the instructor. Students must be familiar with and adhere to the University’s Academic Integrity policies.

Copying or using material from assignments previously submitted by other students (at UNT or other learning institutions) or downloaded from the Internet is plagiarism. If you quote material, you must cite your sources. **Large scale “cutting and pasting” from other sources, even if properly footnoted does not meet the criterion of submitting your own work and will result in a failing grade for the course.**

### 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. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](http://deanofstudents.unt.edu/conduct).

### ACCESS TO INFORMATION – EAGLE CONNECT

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

### ADA STATEMENT

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at [disability.unt.edu](http://disability.unt.edu)

#### 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 Blackboard 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 Blackboard 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 students' 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.

#### GRADE APPEALS, WITHDRAWALS, & INCOMPLETES

Please refer to the UNT Graduate Catalog for policies governing these actions. If you have any questions, please contact me for clarification. Please note: I only use an incomplete for extraordinary circumstances. An incomplete grade will not be used simply to provide more time to complete the course requirements.