

**University of North Texas**  
**College of Business Administration**  
**Department of Logistics & Operations Management**  
**PRCH 4810-501 - PURCHASING AND MATERIALS MANAGEMENT**

Semester: Spring 2026

Class Time: Wednesday 6:30 p.m. – 9:20 p.m.

Classroom: Frisco Landing Room 300

Office Phone: (940) 565-3125

Instructor: Jeffrey Ogden, Ph.D.

E-mail: Jeffrey.Ogden@unt.edu

Office: TBD

Conference Hours:

W 6:00 – 6:30 p.m. and 9:30 – 10:00 p.m.  
additional times available by appointment

**Course Description:** Every organization in both the public and private sectors is, to varying degrees, dependent on materials and services supplied by other organizations. No organization is self-sufficient. Purchasing and supply management are, therefore, key business processes in every organization. This course provides 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, purchasing's role in new product design, buyer-supplier relationships, purchasing strategies, and how purchasing can influence strategic changes within organizations.

**Course Objectives:** The primary goal of the course is to equip students in business administration and other relevant disciplines with a comprehensive understanding of the key activities involved in purchasing 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.

**Required Textbook:** Johnson, P. F., *Purchasing and Supply Management* (17th ed.), McGraw-Hill, 2020. ISBN: 9781265322496

**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 primary mechanism for ensuring 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.
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 serves as an excellent review of the readings and provides the opportunity for peer teaching. The team tests are completed and scored using special forms that provide concrete and immediate feedback on both individual and team scores. At this point, the instructor (or a group member) usually also posts their team scores on the board; however, individual scores remain anonymous. Public posting of the team scores enables students to monitor their performance by comparing their scores with 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 primarily consist of lectures, teamwork, and group discussions. An upper-level undergraduate course should be a forum where ideas are freely exchanged and discussed. The course material will be supplemented for certain lessons with handouts and videos, which will be discussed in class and considered testable material.

I hold you responsible for all material covered during class, including changes to the syllabus, course schedule, and course materials. If you cannot attend the scheduled class time due to a valid excused absence, be sure to consult with your team members to catch up on the information you missed.

Class attendance is mandatory, and I will call on students and teams by name to answer questions, discuss assignments, and comment on key concepts. Missing these opportunities may result in a reduction of your final grade (see Class Participation under the Grading section). Class participation and attendance cannot be made up without a valid medical excuse, an absence approved by the Dean of Students, or a bona fide family emergency. Whenever possible, please let me know in advance if you are unable to attend class.

What do I mean by participation?

- Attending class on a regular basis - (Students will receive a 10 percent reduction in participation points for every unexcused absence)
- Watching assigned videos (critical to the success of a flipped-classroom approach)
- 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 impact your case grades and overall final grade. Points will be based on preparation for class, quality of class input, organization, and conciseness. Half of the points in this area will be based on attendance, and half will be based on actual participation (specifically, the watching of the assigned videos). 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 exam 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 the final week of the

semester. 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

Teams will be asked to present their analysis of the cases as part of in-class exercises/discussions, case write-ups, and through video presentations. In all of these instances, the team's role will be to present the facts of the case, 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 role in their team's case analysis; 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 one another, but rather supply chains compete against other supply chains, the assignments associated with this class are primarily team-based. However, organizations routinely evaluate members of their supply chains and remove those who are not adding value or incurring high costs. Therefore, to introduce an element of individual responsibility, team members will have the opportunity to evaluate their peers at the end of the class. These scores will then be used to calculate this portion of the individual student's grade. In certain circumstances, these scores may also be used to adjust the scores of various team assignments accordingly.

Final grades will be distributed according to the following cutoffs. The student will be awarded at least the indicated letter grade if he/she achieve 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

### COURSE SCHEDULE

WEEK	DAY	TOPIC	READING	CASE	TYPE
1	Jan 14	Syllabus and Expectations Characteristics of SCM			
		Establishment of Teams Case Process			
2	Jan 21	No Class – Work on Cases			
3	Jan 28	Purchasing and Supply Management Profit Leverage Effect Supply Chain Mapping	Ch 1	Cottrill Inc. (posted in CANVAS)	In-Class Example
		Supply Strategy	Ch 2	Duchess Univ. (posted in CANVAS)	In-Class
4	Feb 4	Supply Organization	Ch 3	Southeastern Univ. (posted in CANVAS)	In-Class
		Supply Processes and Technology Process Mapping IT vs. IS RFID	Ch 4		
5	Feb 11	Make or Buy, Insourcing, and Outsourcing Core Competency	Ch 5	Alicia Wong (posted in CANVAS)	Written
		Need Identification and Specification	Ch 6	Carson Manor (posted in CANVAS)	In-Class
6	Feb 18	Quality Goods vs. Services	Ch 7	<b>Caledon Concrete (7-2)</b>	In-Class

		Inventory Midterm Review	Ch 8		
7	Feb 25	Midterm Exam			
8	Mar 4	Price Learning Curves New Product Design Price Forecasting	Ch 10	Coral Drugs (posted in CANVAS)	Written
		Cost Management	Ch 11	Deere Cost (posted in CANVAS)	In-Class
9	Mar 11	No Class – Spring Break			
10	Mar 18	No Class – Watch Negotiation Videos			
11	Mar 25	Negotiation Exercise		<b>Price Forecasting (10-4)</b>	Written
12	Apr 1	Supplier Selection	Ch 12	Loren Inc. (posted in CANVAS)	In-Class
		Metrics Exercise Forecasting Briefs			
13	Apr 8	Supplier Evaluation and Supplier Relations	Ch 13	Plastic Cable Clips (posted in CANVAS)	In-Class
		Simplification			
14	Apr 15	Legal and Ethics	Ch 15	Casson (posted in CANVAS)	Written

		Other Supply Responsibilities	Ch 16	TriCity (posted in CANVAS)	In-Class
15	Apr 22	No Class – Work on Cases			
16	Apr 29	Supply Function Evaluations and Trends	Ch 17	<b>Video Case (TBD)</b>	Video
		Collaboration in Buyer/Supplier Relationships Strategic Change Management Final Exam Review			
17	May 6	Final Exam			

**CANVAS ONLINE LEARNING**

Management of this course will be through the CANVAS System, which can be accessed at:

<https://unt.instructure.com>

**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 assignments. Assignments will be posted approximately one week before they are due. Deadlines are clearly stated in the instructions. Late submissions will be penalized, and students are responsible for any technical difficulties they encounter.

**COURSE CONTENT**

The modules within CANVAS provide access to all lessons and supporting materials posted on CANVAS. Types of files include Excel, PowerPoint, PDF, and Word, among others. If a file appears to be incorrect, be sure to download it to your computer and open it with 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 they choose for class support, such as PowerPoint documents, assigned articles, homework, and class case studies.

## **EMAIL**

Please use my UNT email address listed at the top of the syllabus for all communication. Keep your messages clear, courteous, and short.

## **GRADES**

The GRADES tool in CANVAS will be used to report/track 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's release of grades. The GRADES tool in CANVAS is not the official gradebook as maintained by the professor and doesn't always calculate grades correctly due to various weights, excluded/dropped scores, and various settings within CANVAS.

## **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.

The work associated with this class should be solely your effort, with ABSOLUTELY NO outside help or assistance. Developing strong competencies in the skills associated with this course (such as critical thinking and communication) will prepare you for success in your degree pathway and, ultimately, a competitive career. Therefore, the use of generative AI tools or online writing assistance tools to complete any aspect of assignments/quizzes/cases for this course is not permitted and will be treated as plagiarism. Cheating, plagiarism, or other forms of academic dishonesty will be treated with **zero tolerance** and will result in a grade of "F" for the course. Students must be familiar with and adhere to the University's Academic Integrity policies. If you have any questions about what constitutes a violation of this statement, please do not hesitate to contact me.

### RCOB Statement on Academic Integrity

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.

#### 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 for consideration of whether the student's conduct has violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, and other similar settings. 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 accommodations 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, initiating a private discussion regarding the student'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 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 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.

### 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 during weeks 13, 14 and 15 of the long semesters 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](mailto: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 \(http://spot.unt.edu\)](http://spot.unt.edu) or email [spot@unt.edu](mailto: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](mailto: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](mailto:oeo@unt.edu) or at (940) 565 2759.

## ACADEMIC SUPPORT & STUDENT SERVICES

### *Student Support Services*

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

*\*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.*

*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/>)