

University of North Texas
College of Business Administration
Department of Logistics & Operations Management
OPSM 4810-807 - PURCHASING AND MATERIALS MANAGEMENT

Semester: Wintermester 2023/2024
Dates: December 18th – January 12th
Class Time: Asynchronous
Classroom: None
Cell Phone: 937.216.0158

Instructor: Jeffrey Ogden, Ph.D.
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Office: BLB 329J
Conference Hours:
Thursday 8:00 pm to 9:00 pm via Zoom
additional times available by appointment

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 introduce 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, and critical thinking through the case analysis process.

Teaching Methodology:

This course takes place 100% online. The material is primarily presented in a case-based, experiential learning format. Diligence in assigned readings and homework assignments is essential for full comprehension and understanding of the material and concepts being presented.

Required Textbook:

Johnson, P. F., *Purchasing and Supply Management* (16th ed.), McGraw-Hill, 2020. ISBN: 978-1-259-95760-4

Supplemental Materials:

Class case studies, relevant articles, and videos/podcasts will be posted throughout the semester.

Course Grading:

Readiness Assessment Tests	20%
Case analyses	40%
Final Exam	40%

Readiness Assessment Tests

The basic mechanism to ensure that students are exposed to course content is the Readiness Assurance Process. The Readiness Assurance Process has two major components as follows:

1. Reading Assignment – Complete the assigned readings and be 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 typically consist of short true-false or multiple-choice questions. 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.

- Readiness Assessment Test 1
 - Chapter 1
- Readiness Assessment Test 2
 - Chapter 2
- Readiness Assessment Test 3
 - Chapter 3
 - Chapter 4
- Readiness Assessment Test 4
 - Chapter 5
- Readiness Assessment Test 5
 - Chapter 6
- Readiness Assessment Test 6
 - Chapter 7
 - Chapter 8
- Readiness Assessment Test 7
 - Chapter 10
- Readiness Assessment Test 8
 - Chapter 11
- Readiness Assessment Test 9
 - Chapter 12
- Readiness Assessment Test 10
 - Chapter 13
- Readiness Assessment Test 11
 - Chapter 15
- Readiness Assessment Test 12
 - Chapter 16
- Readiness Assessment Test 13

○ Chapter 17

Case Analyses

You will be expected to analyze cases that place you in the position of purchasing personnel within various purchasing-related scenarios. You'll be asked to answer questions about these cases, some of which will be about various steps in the case analysis process and others ask more general questions about the case. Once you've read through the case and jotted down some of your thoughts, you can start answering the questions which will be randomly chosen from a set of questions. You'll have **40 minutes** to complete the four essay questions for each case. Once you've completed the questions and submitted your answers, you'll be given access to the video recorded from the in-class discussions about the case and other relevant content. The goal of these cases is to not only help you apply the material you are learning from the chapters, but also to prepare you to take the final exam. By the time you have completed the various cases, you'll have been exposed to about 70-80 percent of what purchasing professionals deal with on a daily basis and will have a good understanding of the concepts and the tools that can be used to successfully navigate these situations.

Case List (Numbers = chapter and case number in textbook)

- Cottrill Inc. (posted in CANVAS)
- Duchess Univ. (posted in CANVAS)
- Southeastern Univ. (posted in CANVAS)
- Alicia Wong (5-3)
- Carson Manor (12-1)
- Caledon Concrete (7-2)
- Coral Drugs (10-2)
- Deere Cost (posted in CANVAS)
- Price Forecasting (10-3)
- Loren Inc. (posted in CANVAS)
- Plastic Cable Clips (posted in CANVAS)
- Casson (posted in CANVAS)
- TriCity (posted in CANVAS)
- Raleigh Plastics (16-2)

Final Exam

The final exam is comprehensive and is scheduled for January 12th, 2024. The exam will be case-based and comprised of short answer or essay questions. No make-up exams will be given for unexcused absences. Chapter readings, Readiness Assessment Tests, and the videos/podcasts associated with this class are all designed to help prepare you for the final exam case.

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.

Percent	Grade
90.00% or above	A
80.00% - 89.99%	B
70.00% - 79.99%	C
60.00% - 69.99%	D
59.99% or below	F

To-Do List and Deadlines:

The various aspects of the class are arranged in a sequential order that can be completed at any pace, if you'd like to move through the class quickly. There are weekly deadlines built into the schedule to make sure that you are maintaining a minimum pace and not getting behind. The earlier you start completing various assignments, the earlier you'll be able to receive feedback on those assignments that may help future assignments and that may help in your preparations for the final exam. Each step of the activities listed below needs to be completed before the next step in the list becomes available. This same order of activities can be found in the Canvas modules.

Basic Structure/Schedule for Each Class Segment

- Read the assigned chapters
- Take the Readiness Assessment Test for those chapters
- Read and analyze the case or cases associated with those chapters
- Answer the case questions
- Watch the class video
 - Helps solidify your understanding of the case and the concepts discussed
 - Presents new information and tools that will be useful for the final exam
- Repeat for each segment
- Take the final exam

COURSE SCHEDULE

MODULE	TOPIC	READING	CASE
1	Syllabus and Expectations Characteristics of SCM Case Process		
2	Purchasing and Supply Management Profit Leverage Effect	Ch 1	Cottrill Inc. (posted in CANVAS)
3	Supply Strategy	Ch 2	Duchess Univ. (posted in CANVAS)
4	Supply Organization	Ch 3	Southeastern Univ. (posted in CANVAS)
	Supply Processes and Technology Process Mapping IT vs. IS	Ch 4	
5	Make or Buy, Insourcing, and Outsourcing Core Competency	Ch 5	Alicia Wong (5-3)
6	Need Identification and Specification	Ch 6	Carson Manor (12-1)
7	Quality Goods vs. Services	Ch 7	Caledon Concrete (7-2)
	Inventory	Ch 8	
8	Price Learning Curves New Product Design Price Forecasting	Ch 10	Coral Drugs (10-2)

9	Cost Management	Ch 11	Deere Cost (posted in CANVAS)
10	Watch Negotiation Videos Negotiation Exercise		Price Forecasting (10-3)
11	Supplier Selection Metrics Exercise	Ch 12	Loren Inc. (posted in CANVAS)
12	Supplier Evaluation and Supplier Relations Simplification	Ch 13	Plastic Cable Clips (posted in CANVAS)
13	Legal and Ethics	Ch 15	Casson (posted in CANVAS)
14	Other Supply Responsibilities	Ch 16	TriCity (posted in CANVAS)
15	Supply Function Evaluations and Trends	Ch 17	Raleigh Plastics (16-2)
	Collaboration in Buyer/Supplier Relationships Strategic Change Management Final Exam Review		
16	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 assignment. Assignments are all posted at the beginning of the term and are due at various points throughout the term, but can be completed earlier, if you choose. I will not accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student has a university-excused reason and provides documentation within 48 hours of the missed deadline.

TURNAROUND TIME

I aim to return graded work to you within a few days of when they are submitted. When this is not possible, I will send an announcement to the class.

EXTRA CREDIT

There are no extra credit opportunities in this course.

COURSE CONTENT

The modules within CANVAS provide access to all lessons and supporting material posted on CANVAS. 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, 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 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.

Cheating, plagiarism, or other inappropriate assistance on examinations or cases 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, 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.**

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 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.

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 your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: 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

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) 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.

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.

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/>)