

**OPERATIONS AND SUPPLY CHAIN MANAGEMENT PROGRAM  
OPSM 3830-002 OPERATIONS MANAGEMENT – 2024 SPRING  
COURSE SYLLABUS**

**COURSE TITLE:** OPSM 3830 Operations Management - 2024 SPRING  
SECTION 002: TUESDAYS + THURSDAYS 12:30-1:50 BLB 055

**INSTRUCTOR:** Jonathon T. Fite  
Email: [Jonathon.Fite@unt.edu](mailto:Jonathon.Fite@unt.edu)  
Office: BLB 379A  
Cell Phone: 817-690-5876

**OFFICE HOURS:** THURSDAYS 11:30-12:30 or any day, any time by appointment with 24-hour notice, unless I am in class. I tend to respond to email inquiries fairly quickly.

**COURSE MATERIALS:** 1. A Wall Street Journal subscription is required for this class. Go to <https://education.wsj.com/search-students/> to activate your subscription.

*Text.* Operations Management, 14th edition, William J. Stevenson, McGraw-Hill Irwin **is optional**.

2. *CANVAS.* Course materials, assignments, and outside readings will be available within the UNT CANVAS portal. Students can access the CANVAS using the Internet at the website [unt.instructure.com](http://unt.instructure.com). The site is password protected.

3. *Outside readings:* Outside readings will be required for some class sessions.

4. *Internet Software:* You will need Internet access. Course materials and assignments will be distributed via the Internet using CANVAS or group emails. You will be responsible for accessing CANVAS to obtain all course materials. Adobe Acrobat Reader will be required to read some of these materials. Acrobat Reader is available free from the Adobe web site: [www.adobe.com](http://www.adobe.com). Many of the printed materials required for this course will be in stored in PDF. This format is common for materials published throughout the web and for full-text articles obtained on-line from the UNT library.

**COURSE  
MATERIALS  
CONTINUED:**

5. *Class Powerpoint Presentations:* Copies of the PowerPoint slides used during the in-class lectures can be downloaded from CANVAS. I will generally save these files in PDF. I would encourage you to download and print copies of the slides in advance of their coverage in class. You may find this useful to follow along while in class, and/or to review the slides on-line from home or work.

**It will be assumed that you have a working knowledge of the topics covered in the prerequisites for this class.** The prerequisite material includes statistics, forecasting and regression. Effort will be made to not address material already covered in those courses.

**COURSE  
OVERVIEW:**

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.

**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. All changes will be announced in class prior to the change with a posted change to the syllabus given to each student and placed in CANVAS.

**TYPICAL CLASS  
OUTLINE**

1. Brief review of prior class content
2. Discussion of new content (text + supplementary materials)
3. WSJ article discussion or live poll / practice question
4. Guest lecture / executive panel discussion when appropriate
5. Quiz / Exam Review when appropriate

Note: Some of the content areas outlined in the syllabus above will be based on a “flipped” classroom format where the lecture is recorded and posted online for students to view PRIOR to coming to class and the class period will focus on the student’s understanding of the materials presented in that discussion.

## OPSM 3830-002 OPERATIONS MANAGEMENT: TR 12:30-1:50 BLB 055

Dates	Day	Week	Chapter / Topic	Additional Topics	Quiz
16-Jan	Tue	1.1	Chapter 1 - Introduction to Operations Management	Course Syllabus Review, Ops Intro Video	0
18-Jan	Thur	1.2	Chapter 15 - Logistics, Supply Chain Management & Purchasing		1
23-Jan	Tue	2.1	Chapter 2 - Competitiveness, Strategy	5-Forces, Dow 30 review	
25-Jan	Thur	2.2	Chapter 2 - Productivity	Moats	2
30-Jan	Tue	3.1	Chapter 3 - Forecasting Introduction	Forecasting Intro Preread: Linear Regression Supplement	
1-Feb	Thur	3.2	No Class - Study Session		3
6-Feb	Tue	4.1	Chapter 3 - Forecasting Adaptive Techniques		4
8-Feb	Thur	4.2	Chapter 4 - Reliability, Chapter 17 Project Management	Failure is an Option Ted Radio Hour	5
13-Feb	Tue	5.1	Chapter 4 - Product & Service Design Lab and Exam #1 Prep		
15-Feb	Thur	5.2	Exam #1	12:30 PM BLB 055	
20-Feb	Tue	6.1	Chapter 5 - Strategic Capacity Planning, Chapter 11 - Aggregate Planning		
22-Feb	Thur	6.2	Chapter 6 - Process Selection and Facility Layout		6
27-Feb	Tue	7.1	Chapter 6 - Line Balancing Metrics		
29-Feb	Thur	7.2	Line Balancing Lab		7
5-Mar	Tue	8.1	Chapter 16 - Job Scheduling		8
7-Mar	Thur	8.2	Chapter 7 - Work Design and Measurement	DiSC Models	9
12-Mar	Tue	9.1	***** Spring Break , No Classes ****		
14-Mar	Thur	9.2			
19-Mar	Tue	10.1	Chapter 8 - Location Planning		
21-Mar	Thur	10.2	Chapter 11 - Master Scheduling, Chapter 12 - MRP and ERP		10
26-Mar	Tue	11.1	Exam Prep Session		
28-Mar	Thur	11.2	Exam 2	12:30 PM BLB 055	
2-Apr	Tue	12.1	Chapter 9 - Management of Quality, Basic SPC Tools		
4-Apr	Thur	12.2	Chapter 10 - Quality Control, Process Control		11
9-Apr	Tue	13.1	Chapter 13 - Inventory Management *ONLINE LECTURE *	Why Inventory Costs Matter	
11-Apr	Thur	13.2	Chapter 13 - Inventory Management *ONLINE LECTURE *	Basic EOQ and Volume Discounts	12
16-Apr	Tue	14.1	Chapter 13 - Inventory Management	EOQ Impacts of Variable Demand & Lead Times	13
18-Apr	Thur	14.2	Chapter 13 - Inventory Recap	Inventory Problems	14
23-Apr	Tue	15.1	Chapter 14 - JIT and Lean Operations		
25-Apr	Thur	15.2	Chapter 14 - Activity Based Costing		15
30-Apr	Tue	16.1	Closing Thoughts and Exam Prep		Extra Credit Quiz
2-May	Thur	16.2	Exam 3	12:30 PM BLB 055	
7-May	Tue	17.1			
9-May	Thur	17.2	Optional Final Exam	10:30 AM BLB 055	

## GRADING:

The grading elements for the course are summarized below:

Graded Element	Percentage
Test 1	Will take top 3 of 4 Exam Scores; Each Exam worth 20% (60% total)
Test 2	
Test 3	
Final Exam (Optional)	
Quizzes (15 @ 2 points each)	30%
Class Participation	06%
Professional Development*	04%
Total	100%

\* For details see Appendix 1

Grade	Numeric Range	Grade points
A	89.5 to 100	4.0
B	79.5 to 89.5	3.0
C	69.5 to 79.5	2.0
D	59.5 to 69.5	1.0
F	Below 59.5	0.0

**Note:** There will be no extra credit in this class. Students will not be allowed to resubmit quizzes or exams.

The grading scale is guaranteed. You will receive no less than the grade listed within the appropriate interval. I reserve the right to adjust the grading scale in favor of the class if warranted. The points assigned to each grade comply with the points identified in the UNT Graduate Catalog.

Numeric grades are not rounded up to the next high letter grade. I frequently curve the grades for many of the assessments in the course. Rounding would result in an additional curve for a limited number of students near grade “breaks.”

## ASSIGNMENT FORMATS AND DUE DATES

You are expected to approach each assignment with the professionalism required in the “business” world by fulfilling completed staff work.

## QUIZ / EXAM CANVAS ISSUES

Text your professor to have the exam reset where you left off or if you have other issues.

**REQUIRED  
OUTSIDE  
READINGS,  
VIDEOS OR  
PODCASTS:**

The outside readings, videos or podcasts provide different perspectives on the class topics. The readings are meant to provide a foundation for in-class discussion and to broaden the students' understanding of the topics. Material in these readings may be testable. The majority of the outside readings will be made available in CANVAS.

**CLASS  
ATTENDANCE:**

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.

**CLASS  
PARTICIPATION:**

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.

Students are expected to fully prepare for the in-class discussions. Case discussion requires significant effort and should not be taken lightly. I will call on students by name to provide an overview of the case, define the problem, identify key issues and themes, suggest alternatives, discuss the analysis, critique inputs, provide recommendations, and summarize the in-class discussion. The points assigned will be based on degree of participation as well as the quality of participation. Failure to be prepared will result in 0 points.

Students are also expected to incorporate an understanding of current economic events within their case and class discussions. To prepare, students are required to incorporate readings of economic periodicals (*Wall Street Journal*, *Financial Times*, etc.) into their daily routines.

**GROUP VS  
INDIVIDUAL  
PARTICIPATION:**

Case work, home work or even quizzes may be completed as a group, but exams are an individual effort.

**LIBRARY  
ASSIGNMENTS:**

Students are expected to use the library or internet sources to obtain outside readings and research industry information regarding the investing topics selected for the case assignments. In addition, students use the library resources for access to the economic periodicals. Outside readings may be downloaded from the UNT library's electronic resources.

**ACADEMIC  
INTEGRITY:**

**Academic Integrity Standards and Sanctions for Violation.**

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.

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.**

The examination instructions are very clear regarding what materials may be used on the exam. **If you “preprogram” your calculator, use any materials other than those permitted on the exam, talk with other individuals during the exam, exchange information about an exam with an individual that has not taken the exam, or copy or use material from another individual’s exam, you will receive a failing grade for the course.**

According to University policy, if you become aware of any misconduct related to academic integrity, you should inform me or another proper authority such as the department chair or associate dean.

**FINAL GRADES:** I will not post final grades beyond what is available on Canvas.

**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.

**EXAM AND ASSIGNMENT GRADE APPEALS** If you disagree with how any assignment or examination was graded, **you must submit a written appeal by email or letter before the start of the next class period.** The email or letter must clearly state the rationale for the appeal and provide evidence to support your position. For example, you may cite text references, Powerpoint slides, or outside readings to support your position—**these must be clearly referenced by title and page number.** The rationale should be objective in nature and should not include subjective opinions. **Appeals that do not provide supporting rationale and specific reference(s) to course materials will be returned without consideration.**

**AMERICANS WITH DISABILITIES ACT** 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 (<https://disability.unt.edu/>).

### **PROHIBITION OF DISCRIMINATION, HARASSMENT, AND RETALIATION (POLICY 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### **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.

## 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.

### Emergency Evacuation Procedures for Business Leadership Building:

- **Severe Weather** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.
- **Bomb Threat/Fire** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

## 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).

## **CLASS COMMUNICATIONS**

I will post classwide announcements on Canvas as needed. When those notices are posted, CANVAS will forward an email copy of the announcement to the email address the university has on file for you. If you wish to communicate with my, please send an email to [Jonathon.Fite@unt.edu](mailto:Jonathon.Fite@unt.edu) or text me. I will respond in a timely manner, but CANVAS messages are not auto-forwarded and may result in a delayed response. So, please use my UNT email.

## **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 [insert administration dates] 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/>) or email [spot@unt.edu](mailto:spot@unt.edu).

## **COVID-19 IMPACT ON ATTENDANCE**

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**CLASS  
MATERIALS FOR  
REMOTE  
INSTRUCTION**

This class may be offered in a “remote” format – live, but taught remotely via ZOOM. Students will need access to a webcam and microphone to participate in fully remote portions of the class. The best learning outcomes are when students use a laptop/Mac/PC to engage but classes can be attended via a smart phone or tablet. However, to complete your exams, you will need access to a computer with a webcam and microphone. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

## APPENDIX 1 – PROFESSIONAL DEVELOPMENT IN OPERATIONS, LOGISTICS & SUPPLY CHAIN MANAGEMENT

### Professionalism (2.0 points per event, 2 Events Required):

The UNT Professional Program in Logistics is very proud of its close relationship with industry and our emphasis on professionalism. This semester the Logistics Executive Lecture Series has planned a number of Friday afternoon sessions allowing students to meet and actively interchange with operations and logistics executives and at least two OnBoarding sessions. You may earn up 2 points per speaker attended up to 4 points.

To receive each 2 point credit you must

- A) RSVP in advance at the Logistics Center with this course number,
- B) Attend, with your attendance recorded

Attendance at the same event to fulfill a requirement for another course or program will not be counted. You will not receive credit if you have not RSVP'd. If you RSVP and fail to attend 1 point may be deducted from your grade. You can make up these points by attending another presentation. No more than 4 points may be earned for this element of the course.

If you cannot attend these events due to work or class schedule conflicts, you may find an alternative such as an evening professional meeting. My goal is that you are able to interact with a corporate executive. Attendance of a career fair or attendance of a student interest group (such as AMA, LOGSA, or SAA) will not count as a substitute unless a C-level executive is speaking and the presentation has been approved in advance.

Any alternative must be approved by Mr. Fite at least 24 hours prior to attending the event and you will be asked to provide the C-level executive's business card as proof that you interacted with the executive.

### Notes about the program:

The Center for Logistics & Supply Chain Management offers many opportunities for students to connect with business experts and executives to acquire useful insights beyond the classroom.

1. **Logistics Executive Lecture Series** events will be held on Fridays from 12:00 noon to 1:00 p.m. and will be presented in-person at UNT. Topics and speaker information can be found on the registration webpage:

<https://cob.unt.edu/logistics-center/executive-lecture/speakers>

2. **Student Onboarding Program** events will be held on Fridays from 12:00 noon to 1:00 p.m. and will be presented in-person at UNT. There are only four of these specific speaker events each semester. After completing all four of these

speaker events students will receive a Logistics Soft Skills Certificate which is a great addition to their resume! Topics and speaker information can be found on the registration webpage:

<https://cob.unt.edu/logistics-center/onboarding-program/speakers>

3. **The Business of Intermodal Continues Program**, hosted and managed by IANA, offers various online webinars throughout the semester. Dates, times, topics and speaker information can be found on the registration webpage:

<https://cob.unt.edu/logistics-center/business-of-intermodal-continues/speakers>

4. **Group Tours** with local logistics companies are scheduled throughout the semester. Attendees will be responsible for securing their own ride to and from the tour locations; transportation will not be provided. Dates, times, and location information can be found on the registration webpage:

<https://cob.unt.edu/logistics-center/group-tours>

For all events, registration is required. Registration closes at 12:00 noon on the day before the event. Post-event attendance reports will be sent to the professors. Reports include a list of registered participants, and the arrival and departure times of each attendee.

The deadline to register for any event is 12:00 noon on the day before the event. Immediately after registering, students will receive a registration confirmation at the email address provided on the registration form. Students will choose which class to receive Professional Development attendance credit for by selecting the course number on the registration form. Students have the ability to change the course number for a registered event by logging in and clicking 'edit' in the event they have registered for. Students also have the ability to cancel registration by logging in and clicking 'cancel' in the event they have registered for. If a student has registered for an event and is not able to attend, they should cancel their registration no later than 24 hours before the start time of the event. The registration system will allow students to register for an event until capacity restrictions have been met. Students should register early in the semester as events fill up very quickly!

For all speaker events hosted by the Center for Logistics & Supply Chain Management, an event reminder email with the specific location to the in-person presentation will be sent to the same email address provided on the registration form one day before the event. For speaker events hosted by IANA, reminder emails are sent to the same email address used during registration one week before the event. For Group Tours, it is important to retain a copy of the registration confirmation email to present to the tour guide if requested upon arrival at the facility. Without registration, participants will not receive attendance credit for participating in the tour.

Students need to abide by all the following policies to receive attendance credit for speaker events and group tours. Participation in any event will only count toward one class, selected by the student during registration. Students receive attendance credit for registering, arriving on time, and staying for the duration of the event. Failure to register, validated from the attendance report generated after the event, will prevent students from receiving attendance credit. Failure to participate for at least 75% of the duration of the event will prevent students from receiving attendance credit. Failure to attend an event, after prior confirmed registration, will lead to loss of points from the student's final accumulated credit, unless the student cancels the registration at least 24 hours before the start time of the event. Such loss of points may not be recovered by participating in other Professional Development events. Some professors have additional requirements before students can receive attendance credit for Professional Development. All attendance credits are given at the discretion of the professor.

If you would like to request accommodations for any speaker event, please email Chris Peavy at the email address provided below.

For all questions regarding Logistics Executive Lecture Series, Student Onboarding Program, The Business of Intermodal Continues Program, and Group Tours not answered by content found in the class syllabus or on the Center for Logistics & Supply Chain Management website please send an email to:

Chris Peavy [chris.peavy@unt.edu](mailto:chris.peavy@unt.edu)  
(she-her-hers)  
Director, College of Business Programs  
Center for Logistics & Supply Chain Management