



COB Vision

Our vision is to be recognized as the business college of choice for undergraduate and masters programs among public business colleges in Arkansas and the region, with national recognition in selected fields or areas.

COB Statement of Mission and Core Values

Our mission is to provide high quality business education to our undergraduate and graduate students through the delivery of a current, responsive, and innovative curriculum that promotes intellectual and professional development. We promote excellence through our scholarly endeavors and service to our stakeholders through strong engagement with the local, regional, national, and global business community.

In carrying out this mission, the College of Business is guided by the following core values and expects the following outcomes:

1. Intellectual Excellence.

- 1.1. Educate students: We promote intellectual and professional development of students by emphasizing communication, critical and analytical thinking, collaboration, information management and a broad exposure to key business disciplines.
- 1.2. Scholarship: We believe that faculty and students should engage in professional development and scholarly endeavors that promote and impact the application, creation and dissemination of knowledge through contributions to business practice, learning and pedagogical research, and discipline-based scholarship.
- 1.3. Cultural competence: We maintain and develop current and responsive curriculum that prepares students for the global business environment through broad exposure to key business disciplines.
- 1.4. Physical learning environment: We strive to provide a physical infrastructure with appropriate technology that provides an environment in which our students and faculty can thrive professionally and intellectually.

2. Community.

- 2.1. Collegiality: We encourage transparency in our decision making practice through a process of shared governance based on interactions among faculty, staff, and students.
- 2.2. Service: We pursue collaborative partnerships between our internal and external stakeholders to impact and promote life-long and experiential learning, research, service, and community engagement.

3. Diversity.

- 3.1. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas.

4. Integrity.

- 4.1. Ethics: We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students by promoting the awareness of professional ethical responsibilities.
- 4.2. Responsibility: We commit to being responsible and accountable in our operations at all levels, including assessment and continuous improvement of our academic programs and transparency in our fiscal and operational proceedings.

Learning Goals

Our graduates shall possess:

1. Critical Thinking & Analytical Thinking Skills;
2. Awareness of the Global Business Environment;
3. Ethical Reasoning Abilities;
4. Effective Communication Abilities;
5. Effective Collaborative Skills;
6. Effective Information Management Skills;
7. Understanding of a Broad Range of Business Disciplines.

Course Syllabus

Course Information

Course Number:	MGMT 3352
Course Name:	Purchasing and Supply Management
CRN:	20876
Semester:	Spring 2014
Location:	COB 214
Class Hours:	Wed. 6:00-9:00pm

Instructor Information

Name:	Elizabeth Tuck-Rowan
Office Location:	COB 312
Work Email:	erowan@uca.edu or liz.tuckrowan@gmail.com
Phone:	501-681-6697
Office Hours:	5:30-6:00pm, Wednesday and Also by appointment

Prerequisites:

[None]

Textbook and Instructional Materials Required:

Supply Management, 8th Edition, 2009, by David N. Burt, Sheila D. Petcavage and Richard L. Pinkerton. McGraw-Hill/Irwin, NY, NY.

Course Description and Objectives:

[Purchased materials and services account for 50-75% of the cost operations in most organizations and, in some cases, 80-90% for both manufacturing and service industries. “Outsourcing” of entire functions such as logistics and procurement of raw materials, parts, sub assemblies, operating supplies, and capital equipment have increased as firms concentrate on core competencies. Therefore, “Materials and Services” provide an enormous potential area of cost savings along with increased quality of service. For example, a five percent (5%) reduction in materials cost can increase ROI by thirty percent (30%)!

This course is designed to explore the purchasing materials cycle within the context of supply chain management from acquisition to disposal of goods and services. Specifically, we will learn:

- A. The language of the subject matter.
- B. The major phases of supply management, i.e., generation of requirements, sourcing, pricing, and make, do, or buy, and post award activities including evaluation procedures.
- C. Supply management systems – links to all players.
- D. How the procurement decision interfaces with the other major functions, including marketing, finance-accounting, operations (with emphasis on quality-material

control, engineering, and production-inventory control), logistics, and research and development.

E. The transition of “purchasing” to supply management on a global scale.

F. What we mean by the terms “world class” and “chains”, including “supplier management”.

G. The new trend to value network management.

Retail buying for straight resale is excluded from this course. |

Course Delivery Method:

| Lecture (Traditional Instructional Method) |

Grading:

Grades will be assigned according to the following scale:

- A. = 90 or above
- B. ≥ 80 and < 89.9
- C. ≥ 70 and < 79.9
- D. ≥ 60 and < 69.9
- F. < 59.9 or less

The various components of your grade are weighted as follows:

Mid Term Exam	30%
Cases	15%
Field Projects	15%
Attendance, Quizzes & Class Participation	10%
Final Exam	<u>30%</u>
	100%

Description of Major Deliverables/Course Requirements:

Class Schedule: Class Date		Class Topics
January 15	Introduction Chapter 1	The Progression to Professional SM
January 22	Chapter 2 Chapter 3	Organizational Issues SM: As Organization-Spanning Activity
January 29	Chapter 4 Chapter 5	A Portfolio of Relationships New Product Development
February 5	Chapter 6	Purchasing Descriptions & Specifications Case Studies /Projects
February 12 Chapter 9	Chapter 8 Purchasing Services	The Procurement of Equipment
February 19		Case Studies/Mid-Term
February 26	Chapter 10 Chapter 11	Outsourcing Sourcing
March 5	Chapter 12	Global Supply Management Project Updates & Case Studies
March 9-11	Field Trip:	Dallas Trip*

March 19	NAPM-AR	Purchasing Month Meeting/Speaker
March 26	Spring Break	
April 2	Chapter 13 Chapter 16	Total Cost of Ownership Negotiations
April 9	Chapter 17 Chapter 18	Contract Formation & Legal Issues Contract & Relationship Management
April 16	Chapter 19	Ethics & Social Responsibilities Projects
April 23	Presentations	
April 30	Final	

Note: Syllabus outline may be adjusted, but students will be given ample notice.

* Field trip cost \$180 + meals, check due Feb 12th, written to IOTA BETA (NO REFUNDS) |

Evaluations (Fall & Spring)

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on the Monday of the thirteenth week of instruction through the end of finals week by logging in to myUCA and clicking on the Evals button on the top right.

Policies and Procedures:

Attendance and Drop policies:

| In accordance with University policy, you are expected to punctually attend all class meetings. Your grade will be significantly affected by absenteeism in the form of missed class assignments and information presented in class. Students should not expect to perform well in many classes are missed. Students will miss points for any in-class assignments due to an unexcused absence. An absence may be excused for appropriate University activities (i.e., athletic team participation) or at the prior discretion of Mrs. Rowan. If you are sick and cannot attend class, you will be expected to present a doctor's note in order to gain the opportunity to make-up missed points. Proof will be required from any absence for it to be excused. |

Assignment Submission:

| All assignments will be submitted in hard-copy format when requested during class. Email submissions must be preapproved. Read the assignment from the text and outside readings on time. |

Makeup Exams:

At discretion of instructor, only |

Classroom Policies:

Students learn best when actively involved in class discussion. You are expected to be professional and civil at all times in class. To create a learning conducive environment, appropriate conduct is required. No cell phone use. If you utilize a laptop in class, you are expected to only view the textbook or .ppt slides. |

Academic Integrity Statement:

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the Student Handbook. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy.

Disabilities Act Statement:

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this Act due to a disability, please contact the UCA Office of Disability Services, 450-3613.

Sexual Harassment and Academic Policies:

All students are required to familiarize themselves with the University of Central Arkansas policy on sexual harassment and on academic policies. These policies are printed in the Student Handbook.

Emergency Procedures Summary (EPS):

An Emergency Procedures Summary (EPS) for the building in which this class is held will be discussed during the first week of this course. EPS documents for most buildings on campus are available at <http://uca.edu/mysafety/bep/>. Every student should be familiar with emergency procedures for any campus building in which he/she spends time for classes or other purposes.

Other Required Materials/Competencies/Resources:

Faculty may add other materials as necessary for their class

Accreditation & Assurance of Learning

Learning Goal(s) Assessed in this Class

There is no formal assessment activity scheduled in this class.

There is formal assessment activity scheduled in this class.

Learning Goals:

[N/A]

Learning Objective:

[N/A]

Measure:

[N/A]

Benchmark:

[N/A]