



## **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

<b>Course Number:</b>	MGT 3344
<b>Course Name:</b>	Production Operations Management
<b>CRN:</b>	8:00-915 (16321) and 12:15-1:30 (10950)
<b>Semester:</b>	Fall 2014
<b>Location:</b>	COB 311 (8AM) 210 (12:15)
<b>Class Hours:</b>	8:00-915 (16321) and 12:15-1:30 (10950)

### Instructor Information

<b>Name:</b>	Nadler
<b>Office Location:</b>	312K COB
<b>Work Email:</b>	snadler@uca.edu
<b>Phone:</b>	852-2477
<b>Office Hours:</b>	7:30-8:00 and 11:00-12:00 Tues / Thurs, or online daily

### Prerequisites:

All College of Business students must, prior to seeking to enroll have completed the mandatory prerequisites or their equivalents. Failure to fulfill all prerequisites prior to enrolling will / may result in administrative disenrollment from that course. |

### Textbook and Instructional Materials Required:

All materials will be posted online, emailed to you or handed out in class. |

### Course Description:

A required course in the business core for all business majors except those majoring in accounting. Management 3344 is an elective course for management minors. Involves a conceptual and analytical examination of the strategic, functional, and operational decisions made as a part of an organization's production/operations function. |

### Course Objectives:

Critical Thinking & Analytical Thinking Skills |

### Course Delivery Method:

Lecture / discussion / some parts may be delivered online |

### Grading:

Grades will be assigned according to the following scale: (Your percentage would depend upon what you do.)

- A. = 89.5
- B.  $\geq 79.5$  and  $< 89.5$
- C.  $\geq 69.5$  and  $< 79.5$

D.  $\geq 59.5$  and  $< 69.5$

F.  $< 59.5$

Exam 1	100 pts
Exam 2	100 pts
Exam 3	100 pts
Exam 4	100 pts

To calculate your grade take the points that you have earned as noted above and divide by the points possible. In the event that bonus points are offered simply add them to the total points that you have earned and divide by 400.

### Description of Major Deliverables/Course Requirements:

#### Class Schedule: (schedule for major tests and deliverables at minimum)

Date	Activity	Date	Activity
21-Aug	Syllabus	14-Oct	Exam 2
26-Aug	Getting Started 1-27 / Pretest	16-Oct	Fall Break
28-Aug	Getting Started 28-47	21-Oct	Supply MGT 1-27
2-Sep	Getting Started 48-74	23-Oct	Supply MGT 28-52
4-Sep	Getting Started 75-99	28-Oct	Project Day
9-Sep	Getting Started 100-126	30-Oct	Project Day
11-Sep	Getting Started 127-151	4-Nov	Supply MGT 53-80
16-Sep	Getting Started 152-169	6-Nov	Supply MGT 81-104
18-Sep	Exam Review	11-Nov	Exam Review
23-Sep	Exam 1	13-Nov	Exam 3
25-Sep	Individual Review	18-Nov	Warehousing 1-31
30-Sep	Transportation 1-30	20-Nov	Warehousing 32-59
2-Oct	Transportation 31-60	25-Nov	Warehousing 60-84 / Exam Review
7-Oct	Transportation 61-84	27-Nov	Thanksgiving
9-Oct	Exam Review	2-Dec	Exam 4 / Post test
		4-Dec	Wrap Up

Note: this is a tentative schedule and is subject to change. Changes will be announced either in class or via blackboard. It is your responsibility to stay abreast of any and all changes.

### **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.

### **Evaluations (Summer 1 and 2)**

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 can access their course evaluations by logging in to myUCA and clicking on the Evals button on the top right. Evaluations will begin Summer I & II starting on Friday of the fourth week of instruction and be available through the Sunday after the final exam.

### **Policies and Procedures:**

#### **Attendance and Drop policies:**

All students are expected to attend each and every class period. Roll will be taken on a regular basis at the beginning of class, tardiness will be viewed the same as an absence for grading purposes and may have an adverse impact on your grade. If you “are” or “are going to be” late or “absent” it is your responsibility to notify the instructor prior to the class via email. Should you be absent due to a medical emergency, funeral, accident, etc., you must bring verification such as a doctor’s excuse, traffic ticket, or funeral program in order to receive an excused absence in accordance with university policy. Other excused absences may be granted at the instructor’s discretion. Please note that there is a direct correlation between class attendance, the time you spend preparing prior to each class period and the grade that you earn in this class (i.e., poor attendance and / or preparation almost always results in a low grade). Any student that is late or has 3 unexcused absences will be given 24 hours to drop the class with no penalty after 24 hours students will be academically dis-enrolled and awarded an F for the class.

#### **Assignment Submission:**

Homework assignments (if any) are to be submitted in class using the required executive summary format. No late or emailed assignments will be accepted. No individual assignments will be accepted in lieu of team projects.

#### **Makeup Exams:**

Should you miss an examination it is your responsibility to schedule and complete a makeup essay type examination within 5 total (not class) days of your return. No makeup examinations will be given after that time and a zero grade will be given. Makeup examinations will only be given in the case of a university excused absence.

#### **Classroom Policies:**

**Class Discussion:** Class discussions should be regarded as an open forum in which everyone has the right (and the responsibility) to speak. Your involvement and participation is vital to the success of this learning experience. Each student is expected to contribute significantly to in-class analyses of both the

assigned readings and cases and to make meaningful comments. Your participation in class discussions of the assigned topics, etc., will be evaluated after each class. If a student is on the borderline between two grades (e.g., "A" and "B") he or she will be rewarded with the higher grade only if he or she has earned the higher grade in "class participation" and attendance. (That is, excessive absences / tardiness / or a lack of meaningful contribution will preclude the higher grade!).

Examinations: All mental activities / bonus point opportunities are designed to be completed within the allocated time period and will be collected at the end of that set time frame. No additional time will be given should you happen to be late. Note: 10 points will be deducted from your examination score should you choose to continue working after time has been called – if time is called twice you will receive a zero score on this mental exercise and dropped from the class with an F. Remember it is neither ethical nor fair to your peers if you are allowed extra time and they are not.

Pop Quizzes: Pop quizzes will be given at the instructor's discretion. All students are expected to be prepared for quizzes on a daily basis. No make-up quizzes will be given under any circumstances. Should you happen to miss a quiz for any reason you will receive a zero grade, which may not be made up.

Extra Credit: As available and at the instructor's discretion. All extra credit opportunities will be directed to the class at large. No extra credit opportunity will be given to any one individual or group of individuals that has not also been given to the entire class. Under no circumstances will extra credit / work be offered after the final examination.

Use of Electronic Mail: The primary method of communication with the class outside of our classroom time will be via the email function in blackboard. This email account will also be used to announce any change in the schedule or class activity that is not announced in class. Should you need to contact the instructor this is the best method. It is your responsibility to check your blackboard email account on a daily basis and comply with any and all announced changes. REMEMBER I DO NOT CHECK VOICE MAIL ON A REGULAR BASIS.

Electronic Devices: All cell phones, translators, computers, etc. are to be turned off and put away during class. Standard calculators may be used during class. The only electronic devices that may be used during examinations are standard calculators. The use of cell phones, electronic translators, cameras, etc during examinations will result in an F in the class. In the event a student violates this policy Academic Misconduct charges will be brought by the instructor. Students that do not comply with this policy will be dropped from the class without warning upon the first offense.

Guest Speakers: All students are required to attend class for guest speaker presentations. Any student that is absent on these days and who does not have a university approved excuse will be dropped from the class and awarded a F for the class. Students are expected to participate and conduct themselves in a professional manner, failure to comply with this directive will result in the student being dropped from the class and awarded an F. |

**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.

**Title IX**

"If a student discloses an act of sexual harassment, discrimination, assault, or other sexual misconduct to a faculty member, the faculty member cannot maintain complete confidentiality and is required to report the act and may be required to reveal the names of the parties involved. Any allegations made by a student may or may not trigger an investigation. Each situation differs and the obligation to conduct an investigation will depend on those specific set of circumstances. The determination to conduct an investigation will be made by the Title IX Coordinator. For further information, please visit: <https://uca.edu/titleix>."

**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:**

| Critical Thinking and analytical thinking skills |

**Learning Objective:**

| Students will be able to accurately apply the appropriate quantitative skills to solve specific problems in various business disciplines. |

**Measure:**

| Pretest / post test |

**Benchmark:**

| In MGMT 3344 there will be a statistically significant improvement in the mean score of all students assessed between the pre-test and the post-test. |