



**OSCM 4315 Purchasing & Supply Management**  
Spring 2024 CRN: 27150 ONLINE (Asynchronous)

Instructor: Yang (Sophie) Yang, Ph.D.  
Management  
Office hours: Via Zoom by appointment

Department: Marketing and

### Course Description:

The course offers an overview of the supply functions and explores how to manage those functions. Topics will include supply strategy, supply organization, purchasing processes, make-buy decisions, need identification, inventory and cost management, supplier selection and management, legal and ethics, global supply management, supply risks, and sustainable supply.

### Learning Objectives

The course is structured such that at the end of the course, students are expected to be able to:

1. Develop a basic understanding of supply management;
  2. Explain how supply management contributes to competitiveness;
  3. Discuss steps/approaches of strategic sourcing process: evaluate, select, and manage suppliers;
- and
4. Apply course materials to discussion board activities.

### Prerequisites:

- Restricted to majors of ACCT, BAMA, BSAD, CIS, ECON, FIN, GENB, INBU, IS, MGMT, MKT, OSCM
- Prerequisite(s): (OSCM 3321 w/D or better)
- Working knowledge of Mozilla Firefox, Google Chrome, or MS Internet Explorer, MS Excel, MS Word (or any other PC word processor), and PowerPoint - (*At least MS Office 2003, but preferably Office 2007*).

### Required Textbook:

- (Required) Title of the textbook - Purchasing & Supply Management
  - Author - Fraser Johnson
  - Edition - 16<sup>th</sup> Edition
  - ISBN – 9781259957604
  - The online textbook can be purchased at this link
  - <https://connect.mheducation.com/class/yang-oscm4315-spring-2024-online>
- (Optional) The Wall Street Journal is optional but highly recommended! UTEP sponsors WSJ memberships for students, faculty and staff. You can activate your digital school-sponsored membership at: [WSJ.com/ActivateUTEP](https://www.wsj.com/ActivateUTEP).

### Equipment Needs:

This is an online class! You are expected to have access to a computer with voice and video capabilities. For the best experience possible, be sure that your browser allows popups and cookies.

Technical issues are not acceptable excuses for not turning in assignments! If you need any help with your computer, please contact the [UTEP Technology Support as soon as possible](#). Plan ahead!

### Course Communication

Because this is an online class, we won't see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are a number of ways we can keep the communication channels open:

- **Office Hours:** We will not be able to meet on campus, but we will still have office hours for your questions and comments about the course. Our office hours will be held on Zoom. Detailed information can be found in blackboard.
- **Email:** Send all e-mail messages through Blackboard only. Log on to the class on Blackboard and then click on the "Messages" link on the top pane. Please do not simply reply to any announcements you receive about the course. Using the class email allows us to see your course number which will pop out from many other emails we receive every day. We will make every attempt to respond to your e-mail within 24-48 hours of receipt.
- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

### Netiquette

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

### Course Website:

***Blackboard:*** The electronic platform for this course will be Blackboard. Students are responsible for checking Blackboard and your UTEP email daily for course announcements and updates through the my.utep.edu portal. Blackboard is the main source of communication between faculty and students. Students are encouraged to access this site daily. Course syllabus, calendar, slides, and videos are posted on this site. Grades will be made available ONLY through this site. Important announcements for this class will be send through "Blackboard announcement" and will go directly to your email. Please check your email every day for any communication. Exams are also conducted through Blackboard.

Connect: Reading assignments and simulation games have to be done in Connect, which you can also find the link through Blackboard.

### **Weekly modules:**

This is an online course in an **asynchronous** format. Important material from the textbook and some outside sources will be covered in class. You should plan to take careful notes as not all material can be found in the text. You take full responsibility when you do not review the lecture session. Learning material is released on a weekly basis and will be available on **Monday morning at 8 am**.

In each week, you will

- read the chapter(s) assigned, and complete the reading assignments;
- watch lecture video(s);
- complete the simulation games;
- complete the application activities in the discussion board;
- respond to others' posts in the discussion board.

### **Group Assignments:**

Students will form their own groups of 3 to 4 students in the first week of the semester. Otherwise, the instructor will form groups based on random assignment. Once the teams are formed, students stick to the same team for all group assignments throughout the semester. Switching teams is NOT allowed. Any issues in the team are encouraged to resolve within the team. By the end of the semester, the team members will evaluate the contribution of each other for all group assignments throughout the semester.

#### Discussion Board Activities:

Throughout the semester, there are FIVE weekly application activities. All team members are expected to meet (virtually) and work on the application activity together. As a team, students will make a video to present the activities. The video will **BOTH be submitted to the assignment link** for grading **AND be posted to the discussion board** for other students to respond. Each application activity is worth 25 points.

### **Individual Assignments:**

#### Reading Assignments:

Students are expected to read the textbook chapter and complete the reading assignment. Each reading assignment is worth 10 points.

#### Simulation Game:

Throughout the course, you will play an online simulation game in the McGraw Hill Connect platform. The game has five modules and later modules are built upon the previous modules. Each module of the game is worth 20 points.

#### Responses to Discussion Board Activities:

While the “discussion board activities” are group assignments, the responses are done individually. After all teams have posted their activities for that week, each individual

student will watch at least two activity videos posted by other teams (NOT his/her own team's) and respond to the activity videos. In the response, please include at least two things to complement and at least one thing to improve (approximately 50 words for each response). Refer to the discussion board and course content for further details on each assignment. Each response to an activity video is worth 2.5 points and students are expected to have two responses for each weekly activity (one for each video) and will receive up to 5 points per week.

ALL assignments will be submitted to SafeAssign, a plagiarism detecting software. Any assignment that has 20% or more overlap with other sources according to the SafeAssign originality report will receive a **zero** for that assignment and will be reported to [Office of Student Conduct and Conflict Resolution](#) for plagiarism.

### **Exam:**

There will be one final exam, delivered online using the Blackboard platform. For this exam, you will be asked to use the Respondus Lockdown Browser (RLB) and Monitor. Prior to the exam, you will be asked to get your personal computer ready to take the exam by downloading and installing all necessary software. You are suggested to learn more about how to use these programs prior to the exam date. There will be a “mock test” in the welcome module to allow you to get the full experience of taking an exam using these tools and to test your devices.

### Please review the following guidelines:

- The exam will only be available at the times identified on the course calendar.
- You may take the test at any time during the 48-hour window.
- A reliable Internet connection is essential to completing the exam.
- Respondus Lockdown Browser will require that all internet tabs are closed prior to the start of the exam. Respondus Monitor requires a webcam and microphone.
- You will be required to show the webcam your student ID (or your Driver's license) prior to the start of the test.
- Your face should be completely visible during the test. Blocking the camera will disable the test.
- No notes or textbook materials are permitted during the test. Respondus Monitor requires you to take a video of your surrounding area (desk, chair, walls, etc.)
- You should not have conversations with other people and/or leave and return to the area during the test.

A make-up exam might only be possible with an approved medical excuse. You must send the instructors a note from your physician (on official letterhead with the physician's contact information) justifying your failure to complete an exam before the scheduled exam date. The instructors will review and verify this information and then consider a possible make-up exam. It is entirely up to the instructors to approve make-up exams. **Make-up exams cannot be given for any other reason.** If you miss an exam due to medical reasons and your instructors have accepted this as a justified excuse, you will be able to take a make-up exam within one week of the scheduled exam date. In the situation where a make-up exam must be administered, a different exam, consisting of a case analysis, will be made up.

**Grades:** Your final grade will be determined as follows:

**Table: Assignments and Grading Values**

Assignment	Points	Points earned	Grade
Reading assignments	130	450 and above	A
Simulation games	100	400 ~ 449	B
Discussion Board Activities (Team)	125	350 ~ 399	C
Responses to Activities (Individual)	25	300 ~ 349	D
Peer evaluation	20	0 ~ 299	F
Final exam	100		
<b>Total</b>	<b>500</b>		

**Additional tips for this online class:** Just like face-to-face classes, online class success requires excellent time management skills. Read the syllabus carefully and note all assignments and their respective deadlines. Technology issues are not an excuse for late work. In fact, plan to complete all assignments as far ahead of the actual deadline as you can to avoid last-minute glitches and other issues. Develop good habits early and stick to them throughout the session. Deadlines are specified in the course schedule as well as in each assignment. It is critical to complete all assignments before the deadline. Late assignments will not be accepted for any reason. So, be sure to plan ahead!

## GENERAL INFORMATION

### Excused Absences and/or Course Drop Policy

We will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the [Registrar's Office](#) to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

### Alternative Means of Submitting Work In Case Of Technical Issues

We strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. We also suggest you save all your work (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort.

### Incomplete Grade Policy

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

### Academic Integrity

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve based on the

quality of the work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty members insist on adherence to these standards.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP) and available in the Office of the Dean of Students, may result in sanctions ranging from disciplinary probation, to failing grades on the work in question, to failing grades in the course, to suspension or dismissal, among others.

### **Plagiarism Detecting Software**

All of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

### **Special Accommodations:**

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services \(CASS\)](#). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at [cass@utep.edu](mailto:cass@utep.edu), or apply for accommodations online via the [CASS portal](#).

### **Disruptions**

The instructors reserve the right to ask any students disrupting the normal flow of online activities such as the “Discussion Boards” to refrain from making additional posts, until any issues have been resolved. Ignoring the instructors’ warnings will result in a report filed with UTEP’s Office of Student Conduct and Conflict Resolution (OSCCR). This may result in a possible drop from the course.

### **RESOURCES:**

UTEP provides a variety of student services and support:

### Technology Resources

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

### Academic Resources

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

### Individual Resources

- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.