#  logo RED Hope and Texarkana w UA System College

This initiative is funded by a DOL TAACCT grant, awarded to SouthWest Arkansas Community College Consortium in 2013

**Division Mission Statement**

The mission of the Business, Technology, and Education Division is to provide students with the basic knowledge and skills in their desired occupations and to equip them with a foundation to continue their education or to upgrade their skills.

**UNIVERSITY OF ARKANSAS**

**HOPE ∙ TEXARKANA**

**UAHT Mission Statement**

The University of Arkansas Community College at Hope is an accredited, open access, two-year institution of higher education that connects students and community partners to quality education and supports a culture of academic, occupational, personal growth and enrichment programs throughout Southwest Arkansas.

# **Course Name:** SCMT 1023

# **Course Number:** Logistics

# **Semester:** Fall 2016

# **Meeting time & place:** Onlin**e**

## **Prerequisites:** None

## **Required laboratories:** None

## **Credit hours:** 3

**Clock hours:** N/A

**Revision date:** August 2016

**Instructor:** Rachel Parson

### Office Phone #: 870-722-8261

**Office Location:** DL135

### Email Address: rachel.parson@uacch.edu

**Office Hours:** 8:30 A – 9:30 A, Mon/Wed/Fri

 2:30 P – 3:30 P, Mon/Wed

 10:00 A – 12:00 P, Tues/Thurs

 1:00 P – 2:15 P, Thurs

###

###

* **COURSE DESCRIPTION: SCMT 1023 Logistics (I)** Management of logistics functions in the firm including physical distribution activities such as transportation, storage facility location, inventory control, materials handling, warehousing, and organization. *(3,0,3) ACTS Index Number: N/A*
* **RATIONALE:** Every part of the supply chain has a logistics component. An understanding of logistics will help students understand the flow of products and supply through the supply chain, to include proper resource handling and control, and prepare them for entry level positions in supply chain management.
* **TEXT AND READING MATERIALS:** Principles of Supply Chain Management: A Balanced Approach, 3rd Edition, Cengage, Wisner, Tan, Leong ISBN: 978-0-538-47548-8
* **MATERIALS REQUIRED:** Textbook and basic calculator
* **METHODS OF INSTRUCTION**: Primarily lecture and example problems. May include in class practice problems and discussions. Assignments include readings, practice problems, and exercises.
* **INSTRUCTIONAL OBJECTIVES & MEASURES:**

|  |  |
| --- | --- |
| **OBJECTIVE** | **MEASURE** |
| Understand basics of supply chain logistics, the role of logistics, and global dimension of supply chains. | Practice Problems, Discussions and Research Project |
| Understand supply chain relationships, performance measurement, financial analysis, and managing inventory flows. | Practice Problems, Discussions and Research Project |
| Understand demand and order management, flow of inventory, and fulfillment operations. | Practice Problems, Discussions and Research Project |
| Understand supply chain network analysis, sourcing materials and services, production operations and sustainability. | Practice Problems, Discussions and Research Project |

* **METHODS OF STUDENT EVALUATION:**

Students are evaluation using multiple methods. Example problems, course discussions, and other assigned homework as well as a research assignment and exams will be used to evaluate student knowledge of course content. Overall course grades are determined as follows:

 Participation Points (attendance, discussions) ………………………………….....10%

 Assignments (example problems, assigned homework) ...…….…………………. 20%

 Research Assignment…………………………………..….…….……….…...…....30%

 Exams………………………………………………………………………..……..40%

* **GRADING SCALE**

100-90 A

89-80 B

79-70 C

69-60 D

59- F

* **COURSE ASSESSMENT**

Students evaluate each course that is offered at the college during the semester. The evaluation is anonymous, and its data is used to improve the quality of instruction at the college. Instructors complete an Assessment Summary at the end of each semester which denotes the number of students enrolled, the number completing the course, retention rate, dropout rate, overall success rate, retained success rate, and percent of objectives met.

* **ATTENDANCE POLICY:**

Students are expected to attend all classes regularly and punctually. Only absences for college-sponsored events are universally excused. Students must inform their instructors of such absences prior to the absence. **It is the student’s responsibility to know and comply with the college attendance policy and to contact the instructor to make up missed work.**

Prior to the official drop date, when students exceed the maximum allowable absences, the instructor **may** drop the student from the course. After the official drop date, it is up to the instructor’s discretion.

Fall and Spring Semesters

* + 1. Classes which meet 3 or more times a week: 4 absences
		2. Classes which meet 2 times a week: 3 absences
		3. Classes which meet once a week : 2 absences

Summer and Mini-mester classes 2 absences

**Online Classes:**  Failure to log in and submit work for more than two weeks (whether consecutive or non-consecutive weeks)

\*Instructors *may* adjust in the case of extenuating circumstances.

In some programs of study, certification requirements may necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies.

### POLICY ON MISSED OR LATE ASSIGNMENTS AND EXAMS:

Students are responsible for notifying the Instructor prior to any absence. If you must be absent, it is your responsibility to obtain any missed assignment or quiz before the next class meeting. If you do not make arraignments before the next class meeting, you may be denied the opportunity to make up the grade. **A 20% penalty will be assessed on any assignment turned in after the due date.** Exams are scheduled on Blackboard in advance, therefore students are aware of exams schedule in ample time. All exams **will not** be re-opened after the due date and the grade will be recorded as a zero. No make-up exam will be given for the final exam. Extenuating circumstances will be evaluated by the Instructor in accordance with college policies.

* **LABORATORY PROCEDURES:**The Internet may be used to emphasize concepts and theories in this course. Time will be allotted in class to complete the lab assignments, but additional lab time outside of class **will** be necessary. Computer classroom labs are intended for student use when supervision is available. The TRiO lab, the Student Success Center and the Library have computers that are available for student use outside of scheduled class times. Check with each location for its individual hours of operation.

The computers in the classroom are monitored by the instructor. Students are expected to follow the college’s Computer Resource Policy (<http://www.uacch.edu/?page_id=1214>). No food or drinks are allowed at computer stations.

* **POLICY ON COMPUTER ACESS AND TECHNOLOGY FAILURE:**

It is the student's responsibility to maintain access to a working computer and Internet connection to keep up in online class assignments. Because computer problems do occur, students should have a plan for alternative computer access in case of computer problems.   **Lack of computer access as an excuse for late work or missed exams/quizzes will NOT be accepted**. If access to a computer or reliable Internet concerns you, please discuss with your instructor or advisor how you might take a proactive approach to your online success. On rare occasions, the Blackboard server may experience down time for system updates.  We are usually notified in advance of such events.  However, if this rare occurrence interferes with an assignment due date or exam, your instructor will make the appropriate modifications to accommodate.

* **ACADEMIC HONESTY**

Students are expected to conduct themselves as responsible members of the college community and to assume responsibility for their actions. Any form of cheating (including plagiarism) on any assignment or test will result in a grade of “F” for that assignment or test. Plagiarism is defined in The American College Dictionary as follows: “1. Copying or imitating the language, ideas, and thoughts of another and passing off the same as one’s original work. 2. Something appropriated and put forth in this manner.”

* **STUDENT RESPONSIBILITIES:**

It is the student’s responsibility to know and comply with the instructor’s policy and to contact the instructor to make up missed work***.***

* **OTHER:**

****

# BLACKBOARD: How to Log In and Access Grades & Online Materials

**How to Log In**: Go to [http://uaht.blackboard.com.](http://uaht.blackboard.com/) You will be prompted for a username and password. **User name:** first initial followed by your last name followed by the last four digits of your student ID number (not your social security number). There are no spaces or punctuation in this. **Password**: your birthday (mmddyyyy) with no spaces or punctuation. If you change your Blackboard password then you must use your new password. **Example**: John Smith (student id of 123456789) with a birth date of March 1, 1987; username: jsmith6789; password: 03011987  **How to Access Grades**: Click on the course name to enter into a class. On the left menu, click on *My Grades* or *Grades* in order to view grades in the course. Grades are viewable after the instructor has entered them.

**How to Access Online Materials**: For most courses, click “Course Content” on the left menu. Some courses may have content in folders on the left menu.

**Blackboard Support**: Go to [www.uacch.edu](http://www.uacch.edu/) > Click “Blackboard Support” under Quick Links > Complete & Submit Form.

****

# MyUACCH: How to Log In and Access Financial Aid, Transcript, & Schedule

**How to Log In**: Go to [www.uacch.edu](http://www.uacch.edu/) > Select “Current Students” > select the “My UACCH” link. At the student web interface enter your student id number (not your social security number). If this is the first time you have accessed this site, you can hit “enter” after entering your student id. Your pin code will automatically reset to your month and day of birth (4 numbers). If you enter your student id and pin and get a white page, your pin number is incorrect.

**How to Access Financial Aid Info**: Hover over “Account Info” at the top > select “Review Financial Aid” or “Review/Pay Account.”  **How to Access Transcript or Course Schedule:** Hover over “Registration” at the top > select “Academic Transcript” or “Schedule.”  **MYUACCH Support**: Go to [www.uacch.edu](http://www.uacch.edu/) > Click “Problems With Website” under Quick Links > Complete & Submit Form.

****

# EMAIL: How to Log In to Your UACCH Student Email

**How to Log In**: To access your email account go to: [http://www.student.uacch.edu](http://www.student.uacch.edu/) or click on the UACCH student email icon on the UACCH homepage. Your email address is your first initial, last name, and last 4 digits of your student id @student.uacch.edu .

**Example**: John Smith (student id of 123456789) would be JSmith6789@student.uacch.edu. **Password**: your birthday (mmddyyyy) with no spaces or punctuation. **Example**: a birth date of March 1, 1987 is 03011987.

# LIBRARY: How to Access the UACCH Library and Databases

**How to Access the Library**: Go to [www.uacch.edu](http://www.uacch.edu/) > Academics Tab at the top > select Library OR URL <http://libraryweb.uacch.edu/>

**Databases** are listed under the Databases A to Z tab at: [http://libraryweb.uacch.edu/?page\_id=2825:](http://libraryweb.uacch.edu/?page_id=2825)

**Database Passwords**:

|  |  |  |  |
| --- | --- | --- | --- |
| **EBSCO** | **GALE/Cengage/ProQuest** | **Credo Reference** | **Congressional Digest** |
| Username: uacch; Password: library | On Hope Campus: use Password: hope21925Off Campus (home or in TXK): Select: HOPE > 71801 > 8707228251 | Username: uacch; Password: library22 | Username: 19515 Password: LIBPUNI |

****

# COMPUTERS: Where to Access Computers and Cost of Printing

**Hope Campus Labs**: Library, Career Pathways, TRiO, & Student Center. **TXK Campus Labs**: TKA eLibrary & TKP 2nd Floor.

**Cost**: Upon registration, all students receive $10 credit = 200 printed pages. For more pages, visit the Business Office to add money to your printing account – cost $0.05/page. Printing log in will be the same as Blackboard log in above.

* **ADA POLICY:**

The Vice Chancellor for Student Services serves as the ADA Compliance Officer. The process of student referral under the Americans with Disabilities Act can be found in the College Catalog/Student Handbook.

* **CAMPUS SUPPORT SERVICES:**

The University of Arkansas Hope-Texarkana strives to provide student support services that assist students in achieving their educational objective. Those services include enrollment services, financial aid, counseling and guidance, and safety and security. The offices providing these services recognize that each student has his or her own needs, interests, and abilities and that services provided must be geared toward allowing each student to grow both personally and educationally.

* **TITLE IX POLICY:**

No person at the University of Arkansas Hope-Texarkana will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. Members of the college community, guests and visitors have the right to be free from sexual discrimination, harassment or violence, which means that all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University of Arkansas Hope-Texarkana believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

Title IX protects the college community from sexual harassment in a school’s education programs and activities. This means that Title IX protects students in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school’s facilities, in college transportation, at a class or training program sponsored by the school at another location, or elsewhere. Information concerning filing a report and the procedure for adjudication of a reported incident can be obtained from the Vice Chancellor for Student Services office, the Title IX Compliance Officer.

* **FERPA POLICY:**

The University of Arkansas Hope-Texarkana intends to comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. Complete information concerning records, disclosure, and procedures can be found in the UACCH Family Educational Rights and Privacy Act Policy. To obtain a complete copy of the College’s FERPA policy, contact the Enrollment Services Office.

* **ARKANSAS COURSE TRANSFER SYSTEM (ACTS):**

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer ([http://adhe.edu)](http://adhe.edu/). Courses not having an ACTS number may also transfer. Please consult the receiving institution for complete transfer information.

* **DISCLAIMER:**

The above syllabus, policies, schedule and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the instructor and the students.