Online course: Independent study — sustainable operations and services
Fall 2019 – 2nd 8 weeks – October 21 – December 13
Texas A &M University – Central Texas

COURSE DATES, MODALITY, AND LOCATION
This course runs from October 21, 2019 to December 13, 2019. This course is a 100% online course and uses the A&M-Central Texas Canvas Learning Management System: https://tamuct.instructure.com. Students should use your MyCT account and password (i.e. xx111).

INSTRUCTOR AND CONTACT INFORMATION
Instructor: Vinay Gonela
Office: 217
Phone: 254-519-5757
Email: Preferred email for course – Canvas “Inbox”
vinay.gonela@tamuct.edu

Office Hours:
The office hours will be Monday 1:00PM to 4:00PM and Tuesday 9:00AM – 12:00PM. Students can use Canvas “chat” in the menu for the online office hours. I can also be available through Microsoft office 365 Skype. My skype ID: vinay.gonela@tamu.edu. Students can connect with me to discuss course related questions. In addition, students can send any questions related to the course to my Canvas “Inbox”. I will try to respond to the student's questions within 24 hours. Any other questions, students can contact me through A&M University – Central Texas email: vinay.gonela@tamuct.edu. If the student needs assistance beyond the stated office hours, Student can send me an email through canvas inbox and we can decide a mutually agreed time for office hours. Any deviations in office hours and correspondence due to meetings and conferences will be communicated to students through instructor announcements.

Student-instructor interaction:
As stated in office hours, I will be available to the students in several formats. Any interaction that require detailed discussions will be conducted through: (1) in person office appointment; (2) Canvas “chat” (Preferred), and (3) Microsoft office 365 Skype (My Skype ID: vinay.gonela@tamu.edu), and (4) Phone. Students can chat with me during office hours or any other mutually agreed time. In order to talk to me on phone, students are required to schedule an appointment through canvas “Inbox”. Students can also send me any questions related to the course to my Canvas “Inbox”. I will respond to the student's questions within 24 hours. Any other questions, students can contact me through A&M-CT email: vinay.gonela@tamuct.edu.
WARRIOR SHIELD
Emergency Warning System for Texas A&M University-Central Texas

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by 911Cellular [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

This course is an independent study in which students will conduct an independent research on modern day sustainable operations and supply chains. Emphasis will be placed on economic, environmental and social aspects of sustainability related to a certain operation and/or a supply chain. Students will learn to estimate one of the life cycle cost, life cycle carbon emissions, and life cycle energy for a specific supply chain and compare it with an alternative supply chains.

Course learning objectives: Upon completion of the course, students will be able to:

CLO 1: Develop and compute a life cycle assessment for a supply chain/operations for a given supply chain/operations

CLO2: Compare different operation/supply chain alternatives and determine the best operation/supply chain.

CLO3: Identify different factors that will impact the sustainability of a particular operation/supply chain.

Required Reading: Students will collect and read nine journal articles related to a modern day operations/supply chain that addresses sustainability issues. In addition, the student will read the collect and read three journal related to any of life cycle cost, life cycle carbon emissions, and life cycle energy consumption.

Course Requirements: The course will have one project in which student will write a paper summarizing twelve papers. The project will include literature review from a sustainability perspective for an operation and/or supply chain. The topics might include, but not limited to closed loop supply chains, industrial symbiosis systems, waste management etc. The total points for the project will be 270 points which will include: (1) Project topic selection; (2) Project deliverable 1; (3) Project deliverable 2; and (4) Project report.

Project topic selection: The first step is to develop select a topic. The criteria to select the topic should be: (1) The topic is sustainability related; (2) It should be related to the field of operations management and supply chain; (3) It is current or relevant to modern day; and (4) A paragraph of five to twenty lines explaining how your study fits to sustainability, operations and supply chain field, and modern day
**Project deliverable 1 and deliverable 2:** Once the topic is selected, the students search for 12 journal articles in the relevant topic, do a comprehensive literature review and will start writing the report. Students will be able to obtain the 12 papers through library. If the student is having difficulty to obtain journal papers, please contact library services and they will be able to help you. In the project deliverable 1, students will summarize the first four papers based on the criteria provided on the project report. In the project deliverable 2, the students will summarize the second four articles based on the criteria provided on the project report. Note that deliverable 1 and deliverable 2 is just an update of progress of project report and therefore, the instructor will look into the project progress and provide any guidance if needed.

**Project report:** The student will update the third four articles. In addition, the final report will be delivered consisting of an abstract, keywords, Introduction, overview, commendable aspects, drawbacks, conclusion, and references. The details of the project report will be provided in a separate document.

**Grading Policy:** Following is the grading policy that will be used for this course:

**Course Evaluation:** Table 1 presents the point scale for each of the activities performed in this class.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Point scale</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project selection</td>
<td>20</td>
<td>7.40%</td>
</tr>
<tr>
<td>Project deliverable 1</td>
<td>50</td>
<td>18.51%</td>
</tr>
<tr>
<td>Project Deliverable 2</td>
<td>50</td>
<td>18.51%</td>
</tr>
<tr>
<td>Final report</td>
<td>150</td>
<td>55.55%</td>
</tr>
<tr>
<td>Total</td>
<td>270</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Grade computation:** Below is the grading scale for the course. Students earn the grades by completing the scheduled activities. There will no bonus points. Failure to submit the appropriate activities will result in a failing grade.

**Grading Scale:**
- A = 243 – 270 (90% - 100%)
- B = 216 – 242.99 (80% – 89.99%)
- C = 189 – 215.99 (70% - 79%)
- D = 162 – 188.99 (60% - 69.99%)
- F = 161.99 and below (59.99% and below)

**Grading criteria rubric and conversion:** The rubric for the project will be provided with the respective activities.
COURSE OUTLINE AND CALENDAR

<table>
<thead>
<tr>
<th>Week</th>
<th>Reading</th>
<th>Homework</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Literature review to decide the project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>Project topic selection</td>
<td>A write-up of project selection</td>
<td>11/03@11:59 PM</td>
</tr>
<tr>
<td>Week 4</td>
<td>First four journal articles with one article on life cycle cost</td>
<td>A report on four articles will be presented (Deliverable 1)</td>
<td>11/17@11:59 PM</td>
</tr>
<tr>
<td>Week 6</td>
<td>Second four articles with one article on life cycle carbon emissions</td>
<td>A report on eight articles will be presented (Deliverable 2). Note that another four papers will be added to deliverable 1</td>
<td>12/01@11:59 PM</td>
</tr>
<tr>
<td>Week 8</td>
<td>Third four articles with one article on life cycle energy consumption</td>
<td>A final report</td>
<td>12/12@11:59 PM</td>
</tr>
</tbody>
</table>

Important University Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/26</td>
<td>Classes Begin for Fall semester</td>
</tr>
<tr>
<td>08/28</td>
<td>Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes</td>
</tr>
<tr>
<td>09/02</td>
<td>Labor Day</td>
</tr>
<tr>
<td>09/11</td>
<td>Deadline to drop 16-Week Classes with No Record</td>
</tr>
<tr>
<td>10/25</td>
<td>Deadline for Graduation Application for Ceremony Participation</td>
</tr>
<tr>
<td>11/09</td>
<td>Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)</td>
</tr>
<tr>
<td>11/11</td>
<td>Veterans Day (Observed) - No Class</td>
</tr>
<tr>
<td>11/28-29</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>12/13</td>
<td>Fall Commencement Ceremony Bell County Expo Center 7:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Fall Semester Ends</td>
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</tbody>
</table>

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements
This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/] or access Canvas through the TAMUCT Online link in myCT [https://tamuct.onecampus.com/]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Students should have access to computer with Microsoft Word, PowerPoint, Excel, PDF reader along with proper internet service and browser (Required). Students can obtain a free PDF reader at http://www.adobe.com/products/acrobat/readstep.html. All the materials related to the course will be available in electronic format (lecture slides, video lectures, homework assignments, exams and solutions) in canvas: https://tamuct.instructure.com. Students will also be required to submit the scanned copies or images of the assignments and exams. Therefore, students are required to have scanner and/or camera to take pictures.
Canvas Support
Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.
For issues related to course content and requirements, contact your instructor.

Other Technology Support
For log-in problems, students should contact Help Desk Central.
24 hours a day, 7 days a week:
   Email: helpdesk@tamu.edu
   Phone: (254) 519-5466
   Web Chat: [http://hdc.tamu.edu]
Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy
If you discover that you need to drop this class, you must complete a Drop Request Form [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity
Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.
For more information regarding the Student Conduct process, [https://www.tamuct.edu/student-affairs/student-conduct.html]. If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

**Academic Accommodations**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university’s programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

**Important information for Pregnant and/or Parenting Students**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education’s Office of Civil Rights, the Dean of Student Affairs’ Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit Student Affairs [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution’s Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

**Tutoring**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring will not offer writing support beginning August 1, 2019, but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.
Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center
Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via WCOnline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

University Library
The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all
OPTIONAL POLICY STATEMENTS

A Note about Sexual Violence at A&M-Central Texas
Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don’t agree with their behaviors and tell survivors we will support them. Your actions matter. Don’t be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [https://www.tamuct.edu/departments/compliance/titleix.php].

Behavioral Intervention
Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person’s behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

INSTRUCTOR POLICIES
Following are some of the instructor related policies. Students are required to follow them over the entire course period.

Class Policy: Instructor holds the right to change certain policies such as reading schedule, late submissions if the instructor feels it is necessary or beneficial for the class.

Late submissions: The instructor will not accept late submissions under any circumstances without appropriate documentation.
**Office hour policy:** Students are required to read the material at least once before coming to the office hours. The instructor will not teach the entire concept during office hours.

**Emergency situation:** It is the responsibility of the student to work with professor for assignment submissions under emergency. The student need to contact the professor as soon as possible, i.e., within 15 days of emergency. The professor will not accept any reasoning for non-submission after 15 days of emergency. If the student fails to complete 30% or 5 weeks of the course without notifying the professor, then the instructor will not accept any makeups or resubmissions. In that case, the student needs to either drop the course or receive the overall earned grade.

**Academic Integrity:** If the student violates any academic integrity (that include, but not limited to cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials), the student will receive the following penalty:

1\textsuperscript{st} Offense: One downgrade and the student has to write a 1500 word paper on academic integrity. The due date for the submission of the paper will be 3 weeks from the day of realization of violation of academic integrity by the student.

2\textsuperscript{nd} Offense: The student will receive failing grade.

**Note 6: Under both offenses mentioned above, the student will be reported to university’s Office of Student Conduct.**

**Communication policy:** Students are expected to have read the course content at least once before communicating with the professor for doubts. The faculty will not be able to teach the entire course or chapter content during the communications. Faculty can help students with the doubts, but not with the entire topic.

**Netiquette:** Online communication is a very critical component of any online environment, and in this course, you are expected to conduct yourself in the same respectful manner that would be followed in a face-to-face course. Be sure to abide by the following guidelines when participating in the various methods of communication with instructors and classmates:

- Think your response through before responding. Before you submit your comments, proofread your comments to prevent any misunderstandings from occurring.
- Do not capitalize everything. Capital letters may be used for the occasional EMPHASIS, but avoid typing completely in capital letters AS IT MAY APPEAR AS THOUGH YOU’RE SHOUTING!
- Keep conversations clean from foul language. The online course is an environment for positive feedback and productive dialogue. Profanity will not be tolerated.
- Use correct spelling and proper grammar. Keep your responses on topic and concise. Do not write long responses, for it will not likely be read or take up too much of another person's time.
- Do not ramble. You are not the only person behind a keyboard. Be mindful of others' feelings and treat them with the same respect that everyone deserves.
Communicate respectfully.

In this course, you are also expected to abide by the University's student code of conduct and the policies on classroom. View the University's Student Code of Conduct online (https://www.tamuct.edu/student-affairs/student-conduct.html). Visit the Office of Student Conduct Website here. (https://www.tamuct.edu/student-affairs/student-conduct.html)

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas’ Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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