

Online course MGMT 4323 – 110 Supply Chain Management (CRN: 10221)
Spring 2023 – 16 Weeks – January 17 – May 12
Texas A&M University – Central Texas

COURSE DATES, MODALITY, AND LOCATION

This course runs from January 18 to May 13, 2021. 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: Founder's Hall (FH) 217N

Phone: 254-501-5846

Email: Preferred email for course – Canvas “Inbox”

vinay.gonela@tamuct.edu

Office Hours: My office hours will be on Monday 1:00PM to 4:00PM and Tuesday 9:00AM – 12:00PM. Office hours will be conducted in online modality. For online meetings, I will be available through Microsoft Teams. However, students are required to schedule an appointment by sending a meeting request through “Canvas Inbox” to avoid congestions in scheduling. In addition, students can send me questions related to this course to my “Canvas Inbox”. I will try to respond to the student’s questions within 24 hours. It is to be noted that I will be as flexible as possible in terms of meeting with you online. Therefore, feel free to request Microsoft Teams meeting, if you are struggling with this course. Any questions or suggestions unrelated to this course can be directed to my email: vinay.gonela@tamuct.edu. Any deviations in office hours and correspondence due to meetings and conferences will be communicated to students through instructor announcements.

Student-instructor interaction: As suggested in office hours, students can contact me through canvas for two ways in relation to this course: (1) schedule a Microsoft Teams meeting; and (2) ask questions in relation to the course through “canvas Inbox”. I usually check my “Canvas Inbox” twice a day. Therefore, I will respond to your questions with 24 hours. *Student engagement and success is very important to me; therefore, I suggest you contact me as soon as you realize that you have a question or struggling with course content.*

Emergency Warning System for Texas A&M University-Central Texas

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
 - o [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

For updates on COVID information, please monitor the University [website](https://www.tamuct.edu/covid19/)
[https://www.tamuct.edu/covid19/]

COURSE INFORMATION

This course is a part of Supply Chain Management micro-credential. Students can earn Supply Chain Management micro-credential by taking the following three courses: (1) Supply Chain Management; (2) Production and Operations Management; (3) Transportation Logistics and Distribution. Upon completion of the micro-credential, students will be able to:

1. **SCPLO 1:** Integrate and/or interrelate various operational, logistics, and supply chain activities (Correlates with BBA management PLO 5)
2. **SCPLO2:** Make supply chain decisions using business data analysis (Correlates with BBA management PLO 6)
3. **SCPLO3:** Identify the practical significance of core/critical supply chain management concepts (Correlates with BBA management PLO7)

Course Overview and description

Supply Chain Management (SCM) involves all the activities required to plan, execute, and control the flow of goods and services. These activities integrate various resources, infrastructures, information, and financial transactions between different parties such that the customer needs are effectively met. This course is an introductory course that provides an understanding of fundamental concepts of SCM. It covers topics related to planning, designing, and coordinating of processes in supply chains. These topics include, but are not limited to, demand and supply management, purchasing and sourcing, manufacturing, warehousing, transportation and distribution systems, and return management. In addition, contemporary SCM issues or topics such as Enterprise Resource Planning (ERP) systems, E-businesses, closed-loop supply chains, and block chain financial transactions are covered.

Course Learning Objectives (CLOs): The students can achieve all the course-learning objectives by successfully completing course activities. Student meet the CLOs by achieving 70% or above in the entire course. Upon completion of the course, student will be able to demonstrate the following:

CLO1: Explain tools, techniques, and concepts involved in management of supply chain logistics, supply chain operations, and supply chain logistic operations

CLO 2: Design and administer Supply Chain Logistics Design

CLO 3: Develop an understanding of logistics operating areas and their interrelationship

CLO 4: Strengthen integrative management analytical and problem-solving skills.

Interrelationship between CLOs and PLOs

	SCPLO 1	SCPLO 2	SCPLO 3
CLO 1			P/R
CLO 2			P/R
CLO 3	P/R		
CLO 4		P/R	

P – Practice; R - Reinforced

Chapter-based Student Learning Outcomes (CH_SLO): CH_SLO enable students to master the skills in each chapter. Gaining proficiency in each of the chapters will enable students achieve CLOs. Students gain proficiency by achieving an acceptable grade of 70% or above for the entire course. The following are the Chapter-based Student Learning Outcomes:

Chapter 1: 21st Century Supply Chains (CLO 1, CLO 3): After completing this chapter, students should be able to:

Ch1. SLO 1: Briefly describe the supply chain revolution

Ch1. SLO 2: Explain why integration creates value

Ch1. SLO 3: Describe generalized supply chain model and supply chain applications

Ch1. SLO 4: Define supply chain and activities

Ch1. SLO 5: Describe Integrative management and supply chain processes

Ch1. SLO 6: Identify different supply chain value propositions

Ch1. SLO 7: Describe different supply chain responsiveness

Ch1. SLO 8: Explain the role of supply chain globalization

Ch1. SLO 9: Identify different industry disruptors in supply chain

Chapter 2: Supply Chain Information Technology (CLO 1, CLO 3): After completing this chapter, students should be able to:

Ch2. SLO 1: Explain the functionality of information system in supply chain

Ch2. SLO 2: Describe different supply chain information system and logistic operations modules

Chapter 3: Logistics (CLO 1, CLO 3): After completing this chapter, students should be able to:

Ch3. SLO 1: Identify different logistical value propositions

Ch3. SLO 2: Explain the role of logistics in supply chain

Ch3. SLO 3: Describe logistical operations

Ch3. SLO 4: Describe logistical integration objectives and arrangements

Ch3. SLO 5: Develop strategies for supply chain integration

Chapter 4: Customer accommodation (CLO1, CLO 3): After completing this chapter, students should be able to:

Ch4. SLO 1: Understand the role of customer-focused marketing, customer service, customer satisfaction, and customer success.

Ch4. SLO 2: Develop customer accommodation strategy in supply chain

Chapter 5: Integrated Operations Planning (CLO1, CLO4): After completing this chapter, students should be able to:

Ch5. SLO 1: Plan supply chain operations using sales and operations

Ch5. SLO 2: Describe collaborative planning, forecasting, and replenishment

Ch5. SLO 3: Conduct forecasting using different mathematical computations

Chapter 6: Procurement and Manufacturing (CLO 1, CLO 3): After completing this chapter, students should be able to:

Ch6. SLO 1: Explain why quality is imperative

Ch6. SLO 2: Describe the importance of procurement, procurement objectives, and procurement strategies

Ch6. SLO 3: Explain the logistical interfaces with procurement

CH6. SLO 4: Describe manufacturing, manufacturing processes and manufacturing strategies

Ch6. SLO 5: Develop strategies to match market requirements with manufacturing

Chapter 7: Inventory (CLO 1, CLO4): After completing this chapter, students should be able to:

Ch7. SLO 1: Define inventory and explain its functionalities

Ch7. SLO 2: Explain elements of inventory carrying cost

Ch7. SLO 3: Demonstrate ability to plan inventory using mathematical techniques

Ch7. SLO 4: Describe concepts involved in managing uncertainty in inventory

Ch7. SLO 5: Describe Inventory management policies and practices

Chapter 8: Transportation (CLO 1): After completing this chapter, students should be able to:

Ch8. SLO 1: Explain transportation functionality and its participants

Ch8. SLO 2: Describe different transportation modalities and their advantages and disadvantages

Ch8. SLO 3: Identify factors in transportation economics and pricing

Ch8. SLO 4: Understand different elements of transportation documentation

Chapter 9: Warehousing, materials handling, and packaging (CLO 1): After completing this chapter, students should be able to:

Ch9. SLO 1: Explain strategic warehousing and ownership arrangements

Ch9. SLO 2: Identify different warehouse decisions

Ch9. SLO 3: Describe various primary and secondary warehouse operations and systems used in warehouse

Ch9. SLO 4: Explain packaging and handling efficiency

Chapter 10: Global Supply Chains (CLO 2, CLO 3): After completing this chapter, students should be able to:

Ch10. SLO 1: Integrate various elements of global supply chain

Ch10. SLO 2: Explain sourcing strategies in global supply chain

Chapter 11: Network design (CLO 2, CLO 3, CLO4): After completing this chapter, students should be able to:

Ch11. SLO 1: Design enterprise facility network

Ch11. SLO 2: Explain drivers of warehouse requirements

Ch11. SLO 3: Explain and compute total cost integration

Ch11. SLO 4: Formulate logistical strategy

Ch11. SLO 5: Conduct planning methodology that include determining the problem, collecting data and analyzing, and recommending solutions and implementation.

Ch11. SLO 6: Explain strategic drivers in network design

Chapter 12: Relationship Management (CLO 2, CLO 3): After completing this chapter, students should be able to:

Ch12. SLO 1: Develop and manage internal logistics and supply chain relationships

Chapter 13: Performance measurement (CLO 2, CLO 3, CLO 4):

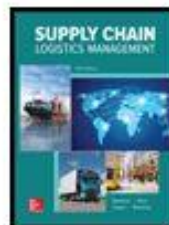
Ch13. SLO1: Conduct operation and financial assessment of supply chains

Competency Goals Statements (certification or standards)

Students successfully completing Supply Chain Management, Production and Operations Management, and Transportation Logistics and Distribution Course will receive a Supply Chain Management micro-credential.

Required Reading and Textbook(s)

Supply Chain Logistics Management
Bowersox, Donald/Closs, David/Cooper, M.
Bixby
Edition: 5TH 20
Publisher: McGraw Hill Education
ISBN 13: 9780078096648



Note 1: A Student of A&M University – Central Texas is not under any obligation to purchase a textbook from a university – affiliated bookstore.

Video lectures: There will be video lectures that will be posted for the course. Students are required to watch them ahead of class to be successful in the course. Consequently, students are required to have a browser that will allow them to watch the posted video lectures.

Microsoft Excel: This course recommends students to complete assignments in excel such that

the student's excel skills can be improved. Therefore, multiple practices will use excel and assignments can be solved by using excel.

Other required materials: Apart from the required textbook, students should have access to computer with Microsoft Word, PowerPoint, and PDF reader along with proper internet service. 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. Students are recommended to have a handheld calculator (should be able to perform square roots and above apart from addition, subtraction, multiplication, and division – at a minimum) for calculations. Please feel free to contact me whenever you have difficulty in accessing the material.

COURSE REQUIREMENTS

The assessments in this section will measure the CLOs and W_SLOs stated in the course information section. In this course, some of the outcomes will be measured several times using quizzes, case studies, and exams.

Meet and Greet: There will be one meet & greet discussion, which is worth 10 points. In this discussion, students are required to introduce about themselves.

Quizzes (CLO1, CLO2, CLO3, and CLO4): There will be 13 quizzes. Each quiz will be worth 20 points adding up to 260 points. Each quiz will consist of 20 multiple questions. Each quiz will assess CLOs and CH_SLOs pertaining to the chapter (see course information). However, all the quizzes together will assess all the CLOs.

Assignments (CLO1, CLO2, CLO3, and CLO4): There will be 2 assignments. Each Assignment is worth 25 points adding up to 50 points. Each assignment will have several discussions and problem-solving questions. The rubric for the assignment discussion question and problem-solving questions are available in page 16 and page 17 respectively. For Assignments, students must show the work (according to the rubric in grading criteria and rubric and conversion) to receive full credit. Points will be awarded based on the correctness and quality of the work. Each assignment will assess CLOs and CH_SLOs pertaining to the chapter (see course information). However, all the assignments together will assess all the CLOs.

Note 2: For assignments, Students must upload the assignment submissions at canvas website: <https://tamuct.instructure.com/>. Students can handwrite or type the answers. However, make sure to be readable when you handwrite the assignments. If you choose to handwrite, scan or take picture and submit the assignment to canvas submission.

Note 3: For assignments, students can solve the problems in Microsoft Excel and submit it to canvas website: <https://tamuct.instructure.com/>. If you solve by using Microsoft Excel, make sure to submit the Microsoft Excel work sheet. I will not accept copy and paste of Microsoft Excel work on to the word document or scanned copy as it will not allow be to see the formula you used.

Note 4: Canvas submissions accept multiple documents in various formats that include word, pdf, jpeg images, and Microsoft Excel. Therefore, I suggest you submit all your work for assignments. Students can submit multiple documents showing the work. Submitting only answers will be equivalent to no submission for this course resulting in zero grade. In addition, I will not be able to accept HEIC format. This format is happening when you take picture from iPhone. In this case insert your pictures in word document and submit it as word document.

Case studies (CLO1, CLO2, CLO3, and CLO4): There will be two case studies. Each case study is worth 50 points adding up to 100 points. The case studies consist of both discussion questions and problems. The case studies are required to be submitted in APA format. The rubric in page 16 will be used for discussion questions and the rubric in page 17 will be used for problems. Students must show the work (according to the rubric in grading criteria and rubric and conversion) to receive full credit. Students are required to follow APA format for case studies. Points will be awarded based on the correctness and quality of the work. Each case study will assess all the CLOs.

Exams (CLO1, CLO2, CLO3, CLO4 and CLO5): There will be two exams. Each exam is worth 50 points. The exam will consist of multiple-choice questions.

Note 5: Canvas submissions accept multiple documents in various formats that include word, pdf, jpeg images, and Microsoft Excel. Therefore, I suggest you submit all your work for assignments. Therefore, students can submit multiple documents showing the work. Submitting only answers will be equivalent to no submission for this course resulting in zero grade. In addition, I will not be able to accept HEIC format. This format is happening when you take picture from iPhone. In this case insert your pictures in word document and submit it as word document.

Instructor Evaluation Survey: There will be an instructor evaluation survey at the end of the semester using Blue. Since, instructor can know the only the response rate related to survey, all the students will receive 5 bonus points if the overall class response rate is 80% or above. If the response rate is less than 80%, none of the students will receive 5 bonus points.

Bonus: There will be bonus activities which will be offered to students at the discretion of instructor.

Grading Criteria Rubric and Conversion

Posting of Grades

All the grades will be available in canvas and students can monitor their grades in canvas grades page. I will try to grade and provide all weekly activities within a week. In addition, students will be given a week to ask questions or dispute my grading.

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

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

Activity scores and percentages

Activity	Point scale	Percentages
Meet & greet	1*10 = 10	2%
Quizzes (13)	13*20 = 260	50%
Assignments (4)	3*25 = 50	10%
Case studies (4)	2*50 = 100	19%
Exams (2)	2*50 = 100	19%
Instructor Evaluation Survey bonus	1*5= 5	0%
Bonus	At the discretion of Instructor	
Total	520	100%

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 = 468 – 520 (90% - 100%) B = 416 – 467.99 (80% – 89.99%)
 C = 364 – 415.99 (70% - 79.99%) D = 312 – 363.99 (60% - 69.99%)
 F = 311.99 and below (59.99% and below)

COURSE OUTLINE AND CALENDAR

Week	Chapter Reading	Homework
Week 1 01/17 – 01/22	Syllabus	Meet & greet due by 01/22 @ 11:59 PM
Week 2 01/23 – 01/29	Chapter 1: 21 st – Century Supply Chains	Quiz 1 due by 01/29 @ 11:59 PM
Week 3 01/30 – 02/05	Chapter 2: Supply Chain Information Technology	Quiz 2 due by 02/05 @ 11:59 PM
Week 4 02/06 – 02/12	Chapter 3: Logistics	Quiz 3 due by 02/12 @ 11:59 PM
Week 5 02/13 – 02/19	Chapter 4: Customer Accommodation	Quiz 4 due by 02/19 @ 11:59 PM
Week 6 02/20 – 02/26	Chapter 5: Integrated Operations Planning	Quiz 5 due by 02/26 @ 11:59 PM
Week 7 02/27 – 03/05	Chapter 6: Procurement and Manufacturing	Quiz 6 due by 03/05 @ 11:59 PM

Week 8 03/06 – 03/12	Exam 1 due by 03/12@ 11:59PM Assignment 1 due by 03/12@ 11:59 PM Case Study 1 due by 03/12@ 11:59 PM	
Week 9 03/13 – 03/19	Spring Break no classes	
Week 10 03/20 – 03/26	Chapter 7: Inventory	Quiz 7 due by 03/26 @ 11:59 PM
Week 11 03/27 – 04/02	Chapter 8: Transportation	Quiz 8 due by 04/03 @ 11:59 PM
Week 12 04/03 – 04/09	Chapter 9: Warehousing, Materials Handling, and Packaging	Quiz 9 due by 04/09 @ 11:59 PM
Week 13 04/10 – 04/16	Chapter 10: Global Supply Chains	Quiz 10 due by 04/16 @ 11:59 PM
Week 14 04/17 – 04/23	Chapter 11: Network Design	Quiz 11 due by 04/23 @ 11:59 PM
Week 15 04/24 – 04/30	Chapter 12: Relationship Management	Quiz 12 due by 04/30@ 11:59 PM
Week 16 05/01 – 05/07	Chapter 13: Performance Measurement	Quiz 13 due by 05/07 @ 11: 59 PM Assignment 4 due by 05/08@ 11:59 PM Assignment 2 due by 05/07 @ 11:59PM Case Study 2 due by 05/07 @ 11:59 PM
Week 17 05/08 – 05/12	Exam 2 due by 05/11 @ 11:59 PM	

Important University Dates

The following link shows the important dates relevant to the student:

<https://www.tamuct.edu/registrar/academic-calendar.html>

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system.

We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

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

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.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

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): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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 Warrior Center for Student Success, Equity 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](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlSSO&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612].

Faculty 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. Once you submit the completed 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.

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, 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/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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 virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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 except writing support. Access Tutor.com through Canvas.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 631,525 eBooks and 75,149 journals, in addition to the 97,443 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 virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments) [https://tamuct.libcal.com/appointments]. 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 ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/index) [https://tamuct.libguides.com/index]

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

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 making an appointment via [WOnline](https://tamuct.mywconline.com/) [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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

OTHER 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 Wellness and 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/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

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, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. 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/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

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.

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% 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:

1st 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.

2nd Offense: The student will receive failing grade.

Note 9: 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>)

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Rubric for discussion questions

***Note: This rubric will be used for discussion questions in Assignments, Case studies, and Exams**

Criteria	No work (0%)	Missing work (25%)	Needs improvement (50%)	Met Expectations (75%)	Exceeds expectation (100%)
Evidence/Content 65%	Work is not submitted	The answer has several errors in both conceptual level (textbook) and communication clarity.	The answer contains one or two basic facts that are correct (textbook), but may also have incorrect statements as well.	The answer contains most (75%) of the points that needed to be included.	The answer contains the main points and provides comprehensive understanding.
Writing mechanics 35%	Work is not submitted	Writing mechanics are a major issue.	Problems with length, format, grammar, spelling, originality, or citations.	Only minor problems with length, format, grammar or spelling, or citations. No issues with originality	No problems with length, format, grammar or spelling, originality, or citations if needed.

Rubric for Problems (Tied to Programmatic outcome 6)

Sub-Competency/Criteria	Exceeds expectations 5	Meets expectations 3	Needs Improvement 1
Problem Definition: <ul style="list-style-type: none"> • Identify and understand the problem 	Correctly identifies problem and articulates the problem with appropriate reasoning	<ul style="list-style-type: none"> • Correctly identifies the problem, or recognizes and articulates need or opportunity 	<ul style="list-style-type: none"> • Incorrectly identifies problem or fails to recognize the need or opportunity
Situation Analysis: <ul style="list-style-type: none"> • Identify and interpret symptoms • Determine possible causes 	<ul style="list-style-type: none"> • Applies most appropriate models, tools, and techniques in understanding the situation 	<ul style="list-style-type: none"> • Basic application of some models, tools, or techniques in understanding the situation • 	<ul style="list-style-type: none"> • Does not use appropriate models, tools, or techniques in understanding the situation
Solution Alternatives: <ul style="list-style-type: none"> • Identify and evaluate feasible ways of addressing the situation 	<ul style="list-style-type: none"> • Identifies most of the viable alternatives with thoughtful and creative approach 	<ul style="list-style-type: none"> • Identifies some viable solutions or alternatives 	<ul style="list-style-type: none"> • Identifies no alternatives, one obvious alternative or infeasible alternatives
Select appropriate solution: <ul style="list-style-type: none"> • Selects the appropriate alternative • Provides support for decision 	<ul style="list-style-type: none"> • Selects the optimal solution with adequate reasoning. 	<ul style="list-style-type: none"> • Selects a good solution 	<ul style="list-style-type: none"> • Does not evaluate alternatives or does so incorrectly