

**Online Course MGMT 5388 – 110 PB: Sustainability in Operations (CRN:60324)**  
**June 5, 2023 – August 11, 2023**  
Texas A&M University-Central Texas

## **COURSE DATES, MODALITY, AND LOCATION**

This course runs from June 05 to August 11. This is an online independent course and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>]. The course is completely asynchronous and if needed, students can interact with faculty at mutually agreed time.

## **INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Vinay Gonela

**Office:** 217

**Phone:** 254-501-5944 (Melanie Mason, Administrative Assistant)

**Email:** Preferred email for course – Canvas “Inbox”

[vinay.gonela@tamuct.edu](mailto: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](mailto: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:
  - [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
  - [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**

### **Course Overview and description**

In this course, students will conduct a comprehensive project that involves using triple bottom line assessment of a specific operations or supply chain. Student will explore multiple methodologies such as life cycle assessment and waste reduction models through literature review to design, assess, and optimize societal related problems. Sustainability concepts such as dematerialization, 3R, industrial symbiosis, circular economy will be learnt through literature review. Overall, the success of this course will depend on the quality of the work on the project milestones as well as the project report. The course assessments will consist of following milestones:

**Course learning outcomes:** Upon completion of this course, students will be able to demonstrate the following:

- Identify and explain various aspects or elements of operations and/or supply chain.
- Define different aspects of sustainability.
- Design and assess operations or supply chains that are sustainable by using life cycle assessment tools and techniques.
- Determine optimal operations or supply chains by understanding the trade-off between economic, environmental, and social aspects of sustainability.

### **Required Reading and Textbook(s)**

There will be one project which will require students to write a report. The project will include either literature review or evaluation of a operation or supply chain strategy such as location, process, and technology selection from a sustainability perspective. The topics might include, but not limited to dematerialization, 3R, industrial symbiosis, circular economy, closed loop supply chains, waste management etc. The project will include: (1) Project decision and topic selection; (2) Project deliverable 1; (3) Project deliverable 2; (4) project report and (5) online project presentation. All the information related to the project will be posted in project page.

## **COURSE REQUIREMENTS**

The assessments in this section will measure the CLOs stated in the course information section. In this course, some of the outcomes will be measured several times using Quizzes, Assignments, 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.

***Syllabus and Project Guideline Discussion:*** There will be on syllabus and project guideline discussion, which is worth 10 points. In this discussion, student will have the opportunity to ask the professor any questions related to the syllabus or scope of the project.

***Project decision and topic selection:*** This will be one assignment that requires students to decide on the project and select the topic. The topic must be a combination of operations or supply chains and sustainability. The project decision and topic selection is worth 20 points

***Project deliverables:*** There will be two project deliverables related to the literature review conducted. Each deliverable is worth 30 points adding up to 60 points. In this for each article reviewed, the student will provide a PowerPoint presentation on the area or field of study, methodology used, performance measures used, results, commendable aspects, drawbacks, and comments. Please note that for deliverables, student does not have to do oral presentation.

***Project Report:*** The student will provide a comprehensive report on the project at the end of the semester which is worth 150 points. The report will consist of abstract, keywords, introduction, overview of each of the papers, aspects those are commendable for each of the papers, drawbacks of each of the papers, conclusions, and references.

***Project Oral Presentation:*** The student will give a final oral presentation of the project at the end of the semester, which is worth 50 points. The student and faculty will meet at the mutually agreed time during the last week of the semester.

***Rubrics:*** Please note that the rubrics are not provided in the syllabus. The rubrics for assessment will be provided with the assessment.

***Late submission policy:*** No late submissions will be accepted for this course.

***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 1: Activity scores and percentages

Activity	Point scale	Percentages
Meet and Greet	10	3%
Syllabus and Project Guideline discussion	10	3%
Project decision and topic selection	20	7%
Project deliverable 1	30	10%
Project deliverable 2	30	10%
Project report	150	50%
Project peer evaluation	50	17%
Total	300	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 = 270 – 300 (90% - 100%)      B = 240 – 269.99 (80% – 89.99%)

C = 210 – 239.99 (70% - 79%)      D = 180 – 209.499 (60% - 69.99%)

F = 179.99 and below (59.99% and below)

## COURSE OUTLINE AND CALENDAR

### Complete Course Calendar

Week	Reading	Homework
Week 1 06/05 – 06/11	Syllabus Read project guidelines. Research on project topic	Meet and greet due on 06/11 @ 11:59 PM (10 points) Discussion questions on syllabus and project guidelines due on 06/11 @ 11:59 PM (10 points)
Week 2 06/12 – 06/18	Research on project topic	Project decision and topic selection due on 06/18 @ 11:59 PM (20 points)
Week 3 06/19 – 06/25	Conduct literature review of 2 papers	
Week 4 06/26 – 07/02	Conduct literature review of 2 papers	Project deliverable 1: PowerPoint presentation of literature summary due on 07/02 @ 11:59 PM (30 points)
Week 5 07/03 – 07/09	Conduct literature review of 2 papers	
Week 6 07/10 – 07/16	Conduct literature review of 2 papers, learning life cycle assessment methodology	Project deliverable 2: PowerPoint presentation of literature summary due on 07/16 @ 11:59 PM (30 points)

Week 7 07/17 – 07/23	Project report writing	
Week 8 07/24 – 07/30	Project report writing	
Week 9 07/31 – 08/06	Project report writing	
Week 10 08/07 – 08/11	Project report submission due on 08/10 @ 11:59 PM (150 points) Project oral presentation upon mutually agreed time during this week (50 points)	

### **Important University Dates**

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

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

### **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome, Firefox, Edge, or Safari browsers. Canvas will run on Windows, Mac, Linus, iOS, android, or any other device with a modern web browser.

**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/>] by clicking on the “TAMUCT Online Canvas” tile. You will then log in through our Microsoft portal.

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

### **Canvas Support**

Use the Canvas Help tab, located at the bottom of the left-hand menu, for issues with Canvas. You can search the support articles or use the Email, Call, or Chat buttons at the bottom of the support pop-up to contact the Canvas Help Desk.

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 requires use of the Chrome web browser with their custom plug in installed.

### **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](mailto: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/reporting.php?TAMUCentralTexas), [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

### Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](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) 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 Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

### Pregnant and/or Parenting Students Rights and Accommodations

A&M-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 Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. For more information, please visit [Student Affairs](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. 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](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [<https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html>].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu), Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

### **Title IX Rights and Reporting Responsibilities**

A&M-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu), Founders Hall 317B, or learn more by visiting the [Title IX webpage](#) [<https://www.tamuct.edu/compliance/titleix.html>].

Please be aware that that under [Title IX](#), [Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [<https://policies.tamus.edu/08-01-01.pdf>] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](#), [<https://www.tamuct.edu/student-affairs/student-counseling.html>], 254.501.5955, or [swacc@tamuct.edu](mailto:swacc@tamuct.edu), located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or [ssa@tamuct.edu](mailto:ssa@tamuct.edu), located in founder Hall Room 317D.

### **Tutoring and Success Coaching**

Tutoring and success coaching services are available to all A&M-Central Texas students, both

virtually and in-person.

To schedule tutoring sessions or view tutor availability, please contact [Warriorcenter@tamuct.edu](mailto:Warriorcenter@tamuct.edu) or visit Warrior Hall, 111.

If you have questions about these or other academic support services or are interested in becoming a tutor, please contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, email us at [WarriorCenter@tamuct.edu](mailto:WarriorCenter@tamuct.edu). You are welcome to visit the Warrior Center at Warrior Hall, suite 212.

*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 workspaces, 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: For the summer semesters, all University Writing Center (UWC) tutoring services are entirely online. The hours of operation are from 10:00 a.m.-4:00 p.m. Monday through Thursday with additional hours Monday through Thursday nights from 6:00-9:00 p.m. The UWC is also offering 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 making an appointment via [WCOOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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/reporting.php?TAMUCentralTexas].

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 is 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 needs 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:

1<sup>st</sup> 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<sup>nd</sup> 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.

### **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.

Copyright. (2023) by (*Vinay Gonela*) at Texas A&M University-Central Texas, (*College of Business Administration*); 1001 Leadership Place, Killeen, TX 76549;  
[vinay.gonela@tamuct.edu](mailto:vinay.gonela@tamuct.edu)