INTERNATIONAL PROCUREMENT & OUTSOURCING
MAN 4570 COURSE SYLLABUS – SECTION 3735

Spring 2024 MOD 1 - Online Instruction (Independent Study)

WELCOME

Why is this course important? Because most managers today have purchasing responsibilities! This course will help you understand the fundamental concepts of procurement and outsourcing management best practices. Procurement is an important business function that plans and controls the purchasing or outsourcing of a variety of products and services. It includes sourcing, negotiating, contracting, ordering, controlling and storing inventory, transporting, tracking or receiving, incoming inspection, paying for purchases, as well as returning, salvaging, reusing, or recycling (as applicable).

PROFESSOR

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Office Location:
St. Petersburg/Gibbs Campus (TE Building, Room 131A)
Virtually via Zoom, MyCourses, and Connect

Office and Online Hours:
Campus Office Hours each Tuesday (10AM to 2PM or later depending on meetings and other courses). 3rd Monday of each month at EpiCenter (10AM to 2PM). Other campus days will vary. Please call or email for an appointment.
Virtual Office Hours via Zoom each Wednesday - 11:30AM to 12:30PM at
https://spcollege.zoom.us/j/93345585573
Want to meet or Zoom another day or time? Just call or email to make an appointment that fits both our schedules.

Professor Webpage: https://web.spcollege.edu/instructors/id/huehnbrown.wende

ACADEMIC DEPARTMENT

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COURSE INFORMATION

Course Description

Today's organizations purchase or outsource a number of products, processes, and/or services to support strategic, tactical, and operating decisions across their value chain or supply chain. This course presents the basic concepts, principles, and techniques of procurement and outsourcing best practices used for various products, processes, and services. These decisions have strategic importance in helping organizations to create a competitive advantage by improving their value chains. Emphasis will be placed on students developing a basic knowledge and skill set centered on real themes, demands, applications, best practices, and opportunities in today's evolving and dynamic international business environment.

Course Major Learning Objectives

Week 1: Evaluate the basic concepts of purchasing and supply management strategies.

Week 2: Examine supply organization, processes, and technologies, as well as make or buy decisions.

Week 3: Analyze supply need identification and selection, as well as quality management.

Week 4: Assess quantity, inventory, and delivery practices.

Week 5: Evaluate price, cost management, and supplier selection decisions.

Week 6: Analyze supplier evaluation and relationship strategies, global supply management, as well as legal and ethics decisions.

Week 7: Examine other supply responsibility, as well as supply function evaluation and trends.

Week 8: Connect and integrate lessons through a comprehensive final exam.

Prerequisites

MAN 3504 Operations Management.

Further computer skills using MS Office are needed for submissions.

This course is offered in SPC's Supply Chain Management Advanced Technical Certificate program. You may want to talk to your advisor about completing this upper-level certificate with your bachelor's degree.

AVAILABILITY OF COURSE CONTENT

The course opens by midnight the Thursday prior the first day of class. You may work ahead up until the due date at your own pace. You must complete specific action items in the Start Here and First Day module to access further Course Content which contains the weekly lessons.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION
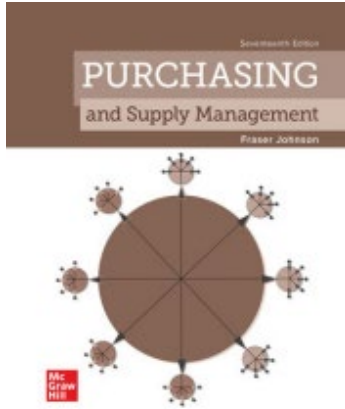
1. **eBook – 17th Edition (2024)**:

Purchasing and Supply Management by P. Frasher Johnson

Be sure to download the ReadAnywhere app (free)

2. **Connect Access**: **McGraw Hill**

After successful completion of the Start Here – Introduction syllabus quiz, the ***First Day – Course Materials*** module will open. This will explain how to acquire these materials and register for Connect.

Connect includes the option to register for ***free 14-day temporary access***.

This text is available elsewhere in a bound purchase, rental, used, new, etc. format. First Day provides inclusive access, as well as the ability to just acquire Connect access too.

You should have **MSOffice** and **Adobe Acrobat Reader**, as well as access to a web camera and microphone to support video submissions.

You should have regular access to a computer connected to the Internet. When viewing online videos or completing online assignments, you should have an Internet connection that is stable and will not drop your connection. If otherwise you should consider planning to complete your coursework where a stable high-speed internet connection is available.

IMPORTANT DATES

Course Dates: January 16 to March 8, 2024.

Drop Date with Refund: January 19, 2024. See the Academic Calendar.

Withdrawal Date with W: February 21, 2024. WF Date: March 7, 2024. See the Academic Calendar.

Financial Aid Dates: See the Financial Aid Dates.

SCHEDULE

The MyCourses Course Content has weekly lessons explaining each action item and linking you to each assignment due. Additionally, further resources are provided to support studying each week. Each week plans a minimum 15-18 hours for learning standards and articulation. All submissions are due by 11:59 PM (EST).

Date	Module #	Module Topics	Assessments Due*
1/16 – 1/21	Week 1	Chapter 1 - Purchasing and Supply Management Chapter 2 - Supply Strategy	Due by 1/17 @ 11:59PM • Syllabus Introduction Quiz Due by 1/17 @ 11:59PM • Connect & SmartBook 2.0 Orientation Due by 1/20 @ 11:59PM • SmartBook Chapter 1 and Chapter 2

Date	Module #	Module Topics	Assessments Due*
			Due by 1/21 @ 11:59PM • Review OM: The Prod. Process ABA • Homework 1 Class Intro. Discussion. Replies due by 1/22 @ 11:59PM
1/22 – 1/28	Week 2	Chapter 3 - Supply Organization Chapter 4 – Supply Processes and Technology Chapter 5 - Make or Buy, Insourcing, and Outsourcing	Due by 1/27 @ 11:59PM • SmartBook Chapter 3, Chapter 4 & 5 Due by 1/28 @ 11:59PM • Practice OM – Managing Suppliers ABA • Homework 2
1/29 - 2/4	Week 3	Chapter 6 - Need Identification and Specification Chapter 7- Quality	Due by 2/3 @ 11:59PM • SmartBook Chapter 6 and Chapter 7 Due by 2/4 @ 11:59PM • SCM – Outsource vs. Insource ABA • Homework 3 RFx Discussion. Replies due by 2/5 @ 11:59PM
2/5 - 2/11	Week 4	Chapter 8 - Quantity and Inventory Chapter 9 - Delivery	Due by 2/10 @ 11:59PM • SmartBook Chapter 8 and Chapter 9 Due by 2/11 @ 11:59PM • Mid-Term Exam • Practice OM – HR and Capacity ABA • Homework 4
2/12 - 2/18	Week 5	Chapter 10 - Price Chapter 11 - Cost Management Chapter 12 - Supplier Selection	Due by 2/17 @ 11:59PM • SmartBook Chapter 10, Chapter 11 & 12 Due by 2/18 @ 11:59PM • Practice OM – Forecasting and Contracts ABA • Homework 5 CCG Discussion. Replies due by 2/19 @ 11:59PM

Date	Module #	Module Topics	Assessments Due*
2/19 - 2/25	Week 6	Chapter 13 - Supplier Evaluation and Supplier Relationships Chapter 14 - Global Supply Management Chapter 15 - Legal and Ethics	Due by 2/24 @ 11:59PM • SmartBook Chapter 13, Chapter 14 & 15 Due by 2/25 @ 11:59PM • SCM – Supplier Select Analysis ABA
2/26 - 3/3	Week 7	Chapter 16 - Other Supply Responsibilities Chapter 17 - Supply Function Evaluation and Trends	Due by 3/2 @ 11:59PM • SmartBook Chapter 16 and Chapter 17 Due by 3/3 @ 11:59PM • Quality Mgmt. ABA • Homework 6 Supplier Quality Discussion. Replies due by 3/4 @ 11:59PM
3/4 - 3/8	Week 8	Comprehensive	Due by 3/6 @ 11:59PM • Final Exam • Extra Credit (optional, 2 pt. max.) Practice OM – Max. New Worth ABA

*Alterations to the schedule may be made as needed by the judgement of the professor.

ASSIGNMENTS

What do I need to do to be successful in this course? Break down the schedule and plan your time each week. Follow the weekly lessons in the MyCourses Course Content using the resources. You likely have personal purchasing and outsourcing experiences to build from for this course, however businesses use a more formal process due to the strategic impact these decisions have on the organization.

- **Readings** – Assigns textbook chapters each week. Also, the MyCourses Course Content includes a lesson introduction and further instructions or resources (as needed).
- **SmartBook 2.0** – Delivers personalized learning to learn and reinforce chapter concepts. All SmartBook 2.0 submissions offer a late policy to complete one day late.
- **Application-Based Activities (ABA)** – Provides realistic models role playing situations to apply the lessons. There are three (3) attempts available for these submissions (max. score used).
- **Homework Assignments** – Requires applying or evaluating concepts and analytics used in this field. There are six (6) assignments planned which use cases or discussions of real business procurement best practices.
- **Mid-Term and Final Exam** – Consolidates concepts from weekly modules in a mid-term (Chapter 1 through Chapter 9) by Sunday in Week 4. As well as a final exam (Chapter 10 through Chapter 17) due by Wednesday in Week 8. Each exam has one untimed attempt available.

STUDENTS' EXPECTATIONS AND PROFESSOR'S EXPECTATIONS

Required Interaction

This course has discussion topics for student-students and/or student-professor interaction. Graded discussions include an assessment rubric and offer video and/or written submission options, as well as one day late partial

credit on posts and/or replies. The other assignments in the class focus on student-content interaction with both MyCourses and Connect.

You should create notifications which you can enable via email or register your mobile number for text messages to help stay on track. You can forward email from MyCourses to an alternative email you more readily use so you do not miss vital communication about your courses.

Attendance and Participation

In Week 1 and Week 2 the professor will report students as 'no show' if students do not complete the majority of assignments on-time each week. For example, if there are five submissions in a week, students must complete a minimum of three of the five submissions by the due date to be considered in attendance for the course. If students are absent these first two weeks they will be administratively withdrawn from the course.

Week 3 through Week 6 will also require students to complete the majority of assignments on-time to be considered as actively participating in the course. If students are absent for any two weeks at the 70% reporting point, they will be considered not actively participating and receive a grade of W which systematically withdraws them from the course.

As the college-wide syllabus addendum states, students with financial aid may be responsible for paying for the class upon withdrawal. Students should always work with their academic advisor and financial aid counselor to understand potential consequences of their course scheduling decisions.

View the college-wide attendance policies further in How to Be a Successful Student.

Grading –

Students earn points which represent the weight of assignments or percentage distributed by letter grade.

Final Grade	Min. Points		Max. Points
A	90	to	100
B	80	to	89.9
C	70	to	79.9
D	60	to	69.9
F	0	to	59.9

A final grading curve may be applied at the professor's discretion.

There are various opportunities for success across different learning styles and assessment methods that test higher order cognitive and affective skills. As the schedule shows, the course is broken down into 8 weekly lessons with a variety of assignments designed for students to learn the best practices in procurement and outsourcing. Each point for an assignment in this course represents the weight it has on the final grade.

Assignment Type	Points	Final Grade Weight
Syllabus Introduction Quiz, Connect & SmartBook 2.0 Orientation	4	4%
SmartBook (17)	34	34%
Homework (6)	18	18%

Application-Based Activity (7)	14	14%
Mid-Term and Final Exam	30	30%
Total Points	100	100%

As explained previously, SmartBook 2.0 offers one-day late (no deduction) and discussion rubrics illustrate partial credit for posts/replies one-day late. Other late submissions may be granted with a documented excuse (i.e., doctor note, family death certificate, etc.). Flexibility may be granted due to illness or other challenges. Contact the professor to discuss your needs and understand late submissions must be complete within one week of the original due date. Advanced notice should be provided to arrange alternative needs (if possible).

Per SPC policy, an incomplete grade requires students to provide documented evidence of the reason(s) for extension, have a minimum of 80% of the course completed, be considered in good standing (i.e., C or better), and acknowledge in writing the plan to finish remaining work no later than the end of the sixth week in the next semester. After that time a grade of F (or higher if justified) is assigned

How to check your Grades and review feedback:

- Checking Your Grades
- Reviewing Dropbox Rubric and Reading Feedback
- Checking Your Attendance
- Checking Discussion Grades and Reading Instructor Feedback
- Viewing Connect Grades

Conduct and Netiquette

The college-wide syllabus addendum is provided in SPC Resources for every class (How to Succeed link). Closely read success factors and expectations. The professor has authority to remove disruptive students and delete any inappropriate posts. Students should first speak to their professor to resolve any resource or grade issues, as well as assistance on assignments.

SPC has outlined expectations for student behavior and interaction for online discussions, emails, and other forms of communication. View the Student Expectations in How to Be a Successful Student.

Academic Honesty

Students agree to the SPC Honor Code policy when they register for each course. Students are expected to be honest in completing all their academic work and students have the ethical obligation to report violations of the academic honesty polices they may witness.

Students that receive assistance from a tutor for this course must ensure all scheduled quizzes, SmartBook and homework assignments, application-based activities, and exams are their own work. *Tutors may assist with studying, researching, writing, citing, etc. needs only in this course.*

Students are prohibited from using Generative AI (Artificial Intelligence) for any submission in this course. If students use AI or tutors for their graded work, it violates the academic honor code agreed upon when registering for the class. For example, if writing a paper or discussion post, it needs to be your own original work as use of AI to make a paper, post/reply, or complete any submission is unacceptable for this course. Also, it is unlikely AI understands your assignment instructions or assessment rubric criteria which may lead to low performance.

AI or tutors are not a replacement for building your own critical thinking needs for the submissions in this course. Organizational leaders and managers expect students that take this kind of course to learn the objectives for the course. If students cut their learning short violating the academic honesty and integrity polices, they leave themselves at a deficient level for building the knowledge, skills, and abilities needed to support their own business and/or career too.

Failure to comply with the college academic honesty and integrity polices during course studies may result in academic and disciplinary action, up to and including expulsion from the college. View the Academic Honesty Policy or talk to your professor if you have further questions.

Copyright

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law students may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, and/or redistribute the material unless in accordance with copyright law and with permission of the copyright holder. For more information on copyright visit: Copyright.gov.

LEARNER SUPPORT

Accessibility: This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let your professor know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let the professor know of changes they might be able to pursue to make improvement to the course for future students.

If you have documentation of a disability or feel you may have a disability, St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodation, should contact their professor by the start of the course. Students who have, or think they may have, a disability (e.g., learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion.

Answers to questions regarding accommodations may be found at the Accessibility Services site. If you are in need of accommodations, please contact a campus Accessibility Services Coordinator. If you need a Sign Language Interpreter, complete the form at web.spcollege.edu/survey/664. View the Learning Resources site.

Tutoring: Students should talk to their professor if they need additional assistance. Further tutoring is available through the Learning Resources (including 24/7 online tutoring through Tutor.com). These resources are FREE and may be helpful for research, writing (including APA citation format), math, and computer skills needed for this course. As the Academic Honestly policies state, students that receive assistance from a tutor must ensure all scheduled submissions are their own work. View the Learning Center Tutoring Schedules.

Libraries: A list of SPC libraries is available online at: https://www.spcollege.edu/current-students/learning-resources/partnership-libraries. The SPC Library and Services includes help with research, as well as Ask a Librarian which is part of the Florida Virtual Reference Service. Librarians can also help with APA citation tools and format for submissions.

Academic Advising: For assistance with academic planning for course sequencing, course selection, registration, transfer, and other requirements, contact an advisor.

Career Services: Includes internships and employment opportunities, as well as resume and interview assistance at https://www.spcollege.edu/current-students/student-affairs/student-support-resources/career-services.

Retention Services: Includes Child Care Assistance and also various groups that can help students be more successful in their studies.

Titan Care Resources: As an SPC student it's vital that you know Titans Care for collaborative resources available for students. Including counseling services for mental health or general life issues, community resources for life issues (substance abuse/crisis resources), free PSTA bus rides (need current student ID), and our food pantries.

The SPC programs reinforce SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

If you experience an extenuating circumstance beyond your control that is preventing you from maintaining Satisfactory Academic Progress (SAP) you may need to file an SAP Appeal to support financial aid eligibility.

Veteran Services: Includes a variety of services specifically for veterans at https://www.spcollege.edu/current-students/student-affairs/student-support-resources/veterans-services.

Campus Safety: For information on emergencies and other policies, see https://www.spcollege.edu/friends-partners/safety-and-security. Students on campus that need an escort to their car, or to report an issue on any campus, should call Campus Security at 727-791-2560.

View the Student Services site for further information and resources for student affairs.

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

TECHNOLOGY

Minimum Technology Requirements

View the Technical Requirements for MyCourses.

SPC offers Microsoft Office software to current students at no additional cost. The software is available for both Windows and Mac computers. See https://studentsupport.spcollege.edu/hc/en-us/articles/15871165926171-Download-Microsoft-Office.

Students should also have Adobe Reader (FREE at https://get.adobe.com/reader/) on their computer as it offers more advanced features than what the internet browser plug-in can do (i.e. search, highlight, notes, read out loud etc.).

Minimum Technical Skills

Students should know how to navigate the course and use the course tools. Both MyCourses and McGraw Hill Connect are used for this course.

MyCourses tutorials are available to students new to this Learning Management System (LMS) at the bottom of the Course Content in Other Resources. Students should have completed the Introduction to MyCourses before taking this course (if not done please follow link to access and complete ASAP). Most features in MyCourses

are accessible on mobile devices, although it is recommended that you use a computer for quizzes/tests, math problems, and other assignments.

In the Week 1 Course Content, students complete a McGraw Hill Connect and SmartBook 2.0 Orientation to learn to master how to navigate. The MyCourses weekly modules include integrated links to assignments in Connect. All Connect grades will sync with MyCourses which is the master grade book.

FREE technology tutorials are available through SPC partnership resources at https://studentsupport.spcollege.edu/hc/en-us/articles/18681544956827-Technology-Tutorials. This includes computer and internet basics, as well as Microsoft Office. Master technology for your courses and career!

Note: If an attachment cannot be opened by the professor, students will be required to re-format and re-submit so that it can be opened.

Technical Support

Technical support is available 7 days a week via the SPC Technical Support Center.

Accessibility of Technology
- MyCourses (Brightspace by Desire2Learn) Accessibility
- Google (YouTube) Accessibility
- McGraw Hill Accessibility

Privacy
- MyCourses (Brightspace by Desire2Learn) Privacy
- YouTube Privacy
- McGraw Hill Privacy

Instructional Continuity Plan – Emergency Preparedness Policy

To be prepared in the event of weather or other emergency disruptions, review the Emergency Preparedness Procedures for Students. The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or her/his designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work late. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the professor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom (if applicable) - possibly through duration of the course's regularly scheduled end date. We will finish this course in MyCourses, as directed by your professor online, and your professor will use all graded assignments—both online and formerly on-campus - to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.