Project Procurement Management

BUSN-5300

S1 2021  Section NL  3 Credits  01/04/2021 to 03/05/2021  Modified 12/14/2020

Meeting Times

Classes will be held on Zoom (Hosted by NAS Jacksonville Campus)

Thursday (5:30 PM–9:30 PM) 1/7, 1/14, 1/21, 1/28, 2/4, 2/11, 2/18, 2/25, 3/4

Please ensure you log in Canvas and then the Zoom link at least 10 minutes prior to class starting so we can ensure any connection issues are addressed to avoid class disruption.

Contact Information

Dr. Therron (Terry) Allen
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Phone: 904-631-9337
Alternate Email: allen4501@outlook.com

Description

This course examines the basic theory and practical tools of the procurement process and contract management when the projects are completed using outside resources and contractors. The course will help students understand the procurement process and manage contracts effectively so that the project can be completed successfully.

Outcomes

- Students can explain the key goals and responsibilities of any purchasing function. In addition, students can link the supply management and enterprise objectives and develop sourcing strategies accordingly
- Students can recognize the importance of the supplier selection process and identify the factors used in a supplier performance evaluation
- Students can explain the important factors in managing supplier quality and develop the basic elements of a supplier quality manual. In addition, students can apply supplier development tools and techniques to improve supplier performance
- Students can explain the importance of cost management and apply the different approaches to reduce supplier costs
- Students can determine when a buyer enters into a negotiation and negotiate effectively within the negotiation process
- Students can interpret the different types of contracts and prepare them for execution

Required Textbook

Purchasing & Supply Chain Management

Author: Monczka
Publisher: ITP
Edition: 6th
 Deliverables

Cases: Each student is expected to complete assigned cases and produce a two-to-three page analysis, synthesis, and evaluation of each case based on instructor assigned questions. All cases will be posted in the “Assignments” section of the Concourse website for this course or may be assigned during class. Students will use the format and grammar style as provided in the APA’s Publication Manual of the American Psychological Association, Sixth Edition. Failure to submit these cases when due will result in the student receiving one grade below that awarded for the paper, except for any student who has been unexpectedly assigned out of the country on official business. A letter or orders from the management of his/her organization will be required.

Case Assignment Submission: Each student is required to submit their assignment in class and a copy of all assignments in a timely manner via Concourse. Please be aware that all assignments in this course use Central Time. If the student encounters technical problems they should contact Help Desk. To avoid late delivery of each case due to technical difficulties, the student can submit the case directly to the instructor’s e-mail address provided in this syllabus.

Examinations: Two examinations (i.e., Mid-term and Final) will be given, with each covering textbook chapters and required readings. The questions for the Mid-term and Final examinations will be posted in the “Assignments” section of Concourse. Responses to the questions in these examinations will be ”typed,” double spaced, and submitted in class when due and a copy will be submitted in the “Assignments” section. Students are encouraged to compose their responses to the essay questions using MS Word and to upload their Word file to Concourse.

Discussions: The student should have read the assigned textbook chapters and the required readings for each week and be prepared to engage in discussions relative to each week’s discussion.

Class Participation and Attendance:

- Students are expected to attend all class sessions of every course for the full 36 contact hours. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. PLEASE BE ADVISED: Students who do not attend the first class session, who have not made prior arrangements with the instructor for being absent, will be dropped from their courses.
- Attendance the last day of class is mandatory to ensure that all work is completed and to be awarded a passing grade. An Incomplete will not be acceptable without documental proof (Death Notice, Doctor’s Letter, etc.) as to absence relating to non-completion of class work. These must be faxed 904-262-1459 or dropped off to Webster University by the Monday after the term ends.
- Participants are expected to arrive on time and be actively involved in the learning experience. Each student should desire to learn, participate, and proactively contribute to the learning of others during each discussion and exercise.
- Students are to participate in classroom discussions. The discussions are an opportunity for students to reveal their understanding of the assignments made for the current and previous classes.
- Assignments are given to prepare the student to participate in class discussions; therefore, it is imperative that reading assignments and associated questions for discussion be completed prior to class.
- A maximum of 10 points will be awarded based on the level and quality of participation and preparation.
- Failure to turn in an assignment within one week will result in a grade of “0” for that assignment. In addition, failure to submit an assignment will lower the final grade by an additional two points.
- All assignments are due as detailed in the Course Schedule.
- Late assignments will be accepted, if they are turned in no later than one week later, but will be penalized one letter grade. Furthermore, late assignments will lower the student’s final grade by an additional one point.
- Late assignments will not be accepted for the final assignments the last week of the course to allow timely completion and grades to be submitted.

✔️ Evaluation
Letter grades will be assigned pursuant to the following scores based on the percent of the total possible points (weighted according to the scale above) that you earned in the course.

<table>
<thead>
<tr>
<th>Percentage of Total Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>95%-100%</td>
<td>A</td>
</tr>
<tr>
<td>90%-94%</td>
<td>A-</td>
</tr>
<tr>
<td>88%-89%</td>
<td>B+</td>
</tr>
<tr>
<td>84%-87%</td>
<td>B</td>
</tr>
<tr>
<td>80%-83%</td>
<td>B-</td>
</tr>
<tr>
<td>70%-79%</td>
<td>C</td>
</tr>
<tr>
<td>Below 70%</td>
<td>F</td>
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</tbody>
</table>

Relative to this class, the student’s final grade will be based on completion of the course requirements, and it will be weighted as follows:

Final grades will be based on two examinations, 3 case assignments, and discussion participation, weighted as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm Examination</td>
<td>25%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>25%</td>
</tr>
<tr>
<td>Case Studies</td>
<td>30%</td>
</tr>
<tr>
<td>Discussions</td>
<td>10%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10%</td>
</tr>
</tbody>
</table>

Numerical grades will be assigned for the three cases as well as the mid-term and final examinations. Each case is worth 10 points and each examination is worth 25 points. These will be converted to a letter grade. A letter grade will be given for Discussions in the aggregate. The final letter grade will be weighted based on the percentages defined in this section of the syllabus.

Schedule

January 7th Class 1:
- Introductions
- Administrative items
- Review Chapter 1 of text

January 14th Class 2:
• Review Chapters 2 & 3  
• Discuss research article

**January 21st Class 3:**
• Review Chapters 4, 5 & 6  
• Discuss research article

**January 28th Class 4:**
• Review Chapters 7 & 8  
• Review assigned case study

**February 4th Class 5:**
• Review Chapters 9 & 10  
• Discuss research article  
• Distribute Mid-term exam

**February 11th Class 6:**
• Review Chapters 11, 12, 13 & 14  
• Review assigned case study

**February 18th Class 7:**
• Review Chapters 15, 16 & 17  
• Discuss research article

**February 25th Class 8:**
• Review Chapters 18, 19 & 20  
• Class review  
• Distribute final exam

**March 4th Class 9:**
• Presentations of assigned project  
• Submit final exam  
• Submit project paper

⭐ Course Policies

🔥 Institutional Policies

**Academic Policies**

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

**Undergraduate Studies Catalog**

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The academic policies and information section of the catalog contains important information related to attendance, conduct, academic honesty, grades, and more. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The academic policies section of the catalog contains important information related to conduct, academic honesty, grades, and more. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

http://www.webster.edu/catalog/current/graduate-catalog/

Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

Undergraduate

http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading

Graduate

http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades

Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

Grade Appeals

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others’ work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University’s Academic Honesty Policy is published in academic catalogs:

Undergraduate

http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html

Graduate

http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

http://www.webster.edu/arc/plagiarism_prevention/

Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
The protection of intellectual freedom and the rights of professors to teach
The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/ethics.html

Contact Hours for this Course
It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, the content must be covered at another time.

Important Academic Resources

Academic Accommodations
Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or disability@webster.edu.

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

Academic Resource Center
Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit www.webster.edu/arc or Loretto Hall 40 on the main campus for more information.

Student Success Portal
Webster University’s Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at http://www.webster.edu/success/students.html.

University Library
Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University’s worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is http://library.webster.edu. For support navigating the library’s resources, see http://libanswers.webster.edu/ for the many ways to contact library staff.

Drops and Withdrawals
Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester,
students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html

Academic Calendar - http://www.webster.edu/academics/academic-calendar/

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the “Tuition, Fees, and Refunds” section of Webster’s Academic Catalogs:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/tuition.html

Student Handbook and Other Important Policies
Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

http://www.webster.edu/student-handbook/

Sexual Assault, Harassment, and Other Sexual Offenses
Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

http://www.webster.edu/sexual-misconduct/

Research on Human Subjects
The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

http://www.webster.edu/irb/index.html

Course Evaluations
At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

Important Technology Information
Connections Accounts
Webster University provides all students, faculty, and staff with a University email account through Connections. Students are
expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

[http://www.webster.edu/technology/service-desk/](http://www.webster.edu/technology/service-desk/)

**WorldClassRoom**

WorldClassRoom is Webster’s Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

[https://worldclassroom.webster.edu/](https://worldclassroom.webster.edu/)

**Webster Alerts**

Webster Alerts is the University’s preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

[http://www.webster.edu/technology/services/webster-alerts/](http://www.webster.edu/technology/services/webster-alerts/)

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**Campus Information**

**Additional Items**

Emerson Library: library.webster.edu

There is a live chat feature - home page, ask a librarian, bottom left of that page - accessible 24 hours a day.

The WSBT subject librarian is:

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<tr>
<th>Business &amp; Management</th>
<th>Mary Anne Erwin</th>
<th>800-985-4279</th>
<th><a href="mailto:maerwin@webster.edu">maerwin@webster.edu</a></th>
</tr>
</thead>
</table>

Please use these excellent resources - the chat is perfect when you do not know where to start