

University of St. Francis
College of Business and Health Administration
Joliet, Illinois

8/1/2018

Rev: 0

Course Information

Course Title, Number and Section **MBAD 655Z Business Logistics**

Co/Pre-requisites:

Semester and Year

Meeting Date/Time Online

Location/Site/Online Online

Required Books/Materials

Gourdin, Kent N. (2006). *Global Logistics Management: A Competitive Advantage for the 21st Century*. (2nd Ed.) Wiley/Blackwell. ISBN-13: 978-1-4051-2713-4

- Technology: MS Word, PowerPoint and Excel are required in this course.
- Cases will be provided in Canvas for discussion and team work.
- Other materials and cases may be made available by the instructor through e-Reserves at the USF Library, or within Canvas.

Professor Information

Name

Office Hours

Office Location

Telephone Numbers

E-Mail Address

Fax Number

Use Inbox in the course in Canvas or email as primary contact point for questions (if possible)

Course Description (From USF Catalog including IAI if applicable)

MBAD 655 BUSINESS LOGISTICS (3) – introduces the concepts of logistics and supply chain management. Topics include procurement, customer service, order processing (distribution), management, transportation, warehousing, inventory control, and information technology. Emphasis will be placed on analyzing the interrelationships among these topics in designing a successful logistics strategy. Assumes student has knowledge of fundamental business courses and logistics management concepts.

Why this course

This course is designed as an introductory graduate or undergraduate level course in supply-chain and logistics. Logistics most narrowly is how we move, store, and supply stuff. But modern enterprises need these activities to be part of a system that includes the rest of the firm and the other players that are necessary to doing business. So we can't limit ourselves to those specific tasks. We must consider procurement, customer service, order processing (distribution) management, transportation, warehousing, inventory control, and information technology, and even marketing! And we use excellence in this total system for competitive advantage. A successful logistics strategy requires finding the best way to fit all these activities together to make ourselves and our customers delighted.

Course Objectives/Outcomes

By the end of this course the student will be able to:

1. Define Logistics and Supply Chain Management and differentiate between and explain the role and structure of supply chains.
2. List a variety of activities of logistics, explain relationships between them, assess the aims of logistics, and determine its contribution to customer value in specific scenarios.
3. Evaluate benefits of creating a single, integrated logistics function and different approaches to this integration through case studies and problems.
4. Assess the importance of location decisions and evaluate factors that affect the choice of location.
5. Determine the role of planning in logistics scenarios and discuss some practical difficulties with capacity planning and inventory.
6. Analyze purposes and aims of warehouses and the main activities in a warehouse, and evaluate the benefits of private and public warehousing.
7. Discuss the importance of transportation from different perspectives and evaluate different modes of transportation in specific cases or scenarios.
8. Discuss the importance of international trade and its effect on logistics
9. Use professional communication skills (visual/oral and in writing), and work in group situations, to lead discussions and write case reports, analyses, project reports and presentations, and papers.
10. Exercise critical thinking by preparing and appraising discussions, articles, cases, and presentations, and reviewing other peer products and articles in the field.

Course Requirements (assignments/expectations/activities)

Students will be expected to:

- **Participation (Individual):** Your participation in online discussions is expected. Waiting until the end for the initial posting will result in little participation credit in the dialogue and a reduction in points earned for discussion as part of the overall grade for the course. This is because we value the interaction between colleagues and late posts do not allow others to react and contribute. Each student will be monitored for class participation. *Maximum points will be assigned as participation points to the student who has:*
 - Demonstrated understanding of the material.
 - Added value with outside research and findings from the course (with citations), or their experience.
 - Responds with their assignments by the due dates.
 - Answers any questions raised in the Discussion.
 - Responds to AT LEAST 2 other classmate postings each week.
- **Discussions/Thought Leadership in Discussions (Individual):** There will be various discussions and potentially cases to analyze. These will be done in Canvas Discussions. For Cases you will submit a Word or PowerPoint summary and response which at a minimum answers the questions posed for the case. For Discussion topics, you will submit your reply of about 200 words (or more, use your judgment depending on the question) to the topic, including the outside material and ideas you are bringing. There is no size restriction—write as much as you like, and bring in your experiences and observations as well as outside research you have done. You are encouraged to present a few challenging, thought-provoking ideas about the topic to help stimulate the online discussion for the week. Due dates will be provided in Canvas.
- **Logistics Topic Paper (Team):** Each team of students will submit a final paper relating to a topic in logistics. Each student is responsible for the team grade. Topics include but are not limited to: transportation, 3PL's, technology, inventory, customer service, warehousing, logistics strategy or international logistics. **Prior approval of topic is required. You will need to submit a Proposal in Canvas, to be approved by the instructor.**

A recommended approach is as follows: Select an area of logistics that is of interest to you. Within this area of logistics, you can do research to find what has been written about the subject, a current industry trend/hot topic, how it has changed historically, what is its future, how do companies utilize it differently, etc. Look for professional organizations that center on this area of logistics, see what they have. Many companies use logistics as a competitive advantage, or misunderstand logistics and how it is strategic, or may require substantial improvement in logistics, or are top players in that area. You can then transfer the knowledge to a business situation using either personal observation and experience or well-documented industry examples. You can meet with a company if you choose and research their logistics operation/strategy, and bring that in to the paper.

The purpose of prior approval is for me to assist you in refining your topic so that it is interesting, valuable learning for you, and can be done in the time period. Be creative, but ensure that the paper is robust and substantial to warrant the points allocated to this assignment.

Length: 10 to around 12 pages, not including bibliography or title pages, charts or tables. References should be a minimum of 10, using APA style format for citations. Wikipedia and other web-based encyclopedic sources may be used, but should only compile no more than 25% of the research resources. Any verbiage taken directly from a citation should be put in quotations and cited properly. Plagiarism is not acceptable in any form and a score of zero will be given on the paper. Note: All team members will typically receive the same grade (exceptions may apply depending on circumstance).

This is an extensive paper and you should choose a topic early and begin your comprehensive research early in the term. You might want to read ahead in the book to inform yourself on some of the areas we won't be studying till later, as these might provide insight into topics you are really interested in.

Potential topics can be found via the chapters in the book. "Logistics Management" cites these as critical topics in Logistics:

Air Freight	Ports
Customs Brokers Trade Compliance	Software & Technology
Global Trade	Sustainability
Intermodal	Third Party Logistics
Mobile & Wireless	TMS
Motor Freight	Warehouse & Distribution
Ocean Freight	WMS

All team members will typically receive the same grade on this team assignment (exceptions may apply depending on circumstance).

4 Credit Course Students ONLY - Logistics Article Review (Individual): Students will write a 5 page review of a current (within the last 6 months) academic article published in a peer-reviewed journal, professional organization publication, or leading news source. The paper summarizes the article read and provides a critique and commentary on the paper's conclusions and its applicability to real logistics situations. Article should be relevant and applicable to some content of the course. - *Individual (not team) project*

Methods of Evaluation (grading scale)

Three-credit version of the course:

<u>Item</u>	<u>Graduate Points</u>	<u>Percentage</u>
Discussions 8@40	320	62%
Logistics Topic Paper	200	38%
Total Points	520	100%

Four-credit version of the course:

<u>Item</u>	<u>Graduate Points</u>	<u>Percentage</u>
Discussions 8@40	320	47%
Logistics Topic Paper	200	29%
Article Review	167	24%
Total Points	687	100%

90% - 100% earns an A

80% - 89.9% earns a B

70% - 79.9% earns a C

Below 70% earns an F

See USF catalog for ***Graduate Grading Policies***

<u>Week</u>	<u>Topic(s)</u>	<u>Readings</u>	<u>Assignments</u>
1	Welcome Chapter 1 - Introduction to Logistics Chapter 2 - Logistics in the Organization	Syllabus Chapters 1,2	D: Introductions D1: Chapters 1,2 Create Your Team
2	Chapter 3 - Customer Service Chapter 4 - Inventory Management	Chapters 3, 4	D2: Chapters 3, 4
3	Chapter 5 - Global Transportation Systems Chapter 6 - Transportation Management Issues	Chapters 5, 6	Logistics Paper Proposal Due D3: Chapters 5, 6
4	Chapter 7 - Warehousing Chapter 8 - Materials Handling and Packaging	Chapters 7, 8	D4: Chapters 7, 8
5	Chapter 9 - Managing Logistics Information Chapter 10 - Inbound Logistics and Purchasing	Chapters 9, 10	D5: Chapter 9 D6: Chapter 10
6	Chapter 11 - The Global Logistics Environment Chapter 12 - Logistics Strategies	Chapters 11, 12	D7: Chapters 11, 12 <i>Article Review Due (4-credit students only)</i>
7	Chapter 13 - Developing High-Quality Logistics Systems Chapter 14 - Improving Logistics Performance	Chapters 13, 14	D8: Chapters 13, 14
8	Chapter 15 - Organizing for Logistics Effectiveness	Chapter 15	Logistics Paper Due Participation/Leadership Grade

This schedule expresses the order of topics and the relevant readings.

Due dates for the assignments are given in Canvas.

The instructor reserves the right to adjust the syllabus and class schedule as circumstances may warrant during the semester.

Students are expected to follow all policies in the USF Catalog and Student Handbook, both of which can be found in the student portal.

Policies not covered in this document will be handled in accordance with the USF Catalog and/or Student Handbook.

Course Evaluations/IDEA Surveys

USF has elected to participate in the AQIP Program which requires a focus on continuous quality improvement as part of our Higher Learning Commission accreditation. The information learned during the IDEA Course Evaluations is an important part of maintaining quality and continuous improvement in courses, and it is the University's expectation that students will thoughtfully participate in this evaluation process.

Attendance Policy (or Participation Policy for online courses)

CANVAS AND INTERNET: All communication related to this course should take place in Canvas, inside the course. You need an internet link to use Canvas to obtain class material, participate in discussions, collaborations and activities, and to communicate with me and with classmates. You'll find you can record video and audio and use white board capability, post images, attach documents, and the like, in Canvas. I will have in-person office hours on campus, and you are always welcome to come see me, drop in at other times, or make an appointment with me. Inbox in Canvas or Email are the best ways to make an appointment.

SHOWING UP (CLASSROOM): You need to attend scheduled sessions. There is no allowance or exception for personal or business responsibilities. If you must be absent from a scheduled session, for a legitimate purpose, give me as much notice as possible. Use the Inbox option in Canvas to notify and communicate with the instructor! If you find you are unable to meet your commitment, let me know as much in advance as possible so we can deal with your loss.

MAKEUP ACTIVITIES: There is no planned makeup of activities missed. If you need to miss an important mandatory event, give me as much notice in advance as you can.

PARTICIPATION: Your participation in discussions and other collaborative activities will be measured, and part of your grade will be based on participation. You should ask questions-- chances are, if you have a question then someone else in the class does also. I will also always explain or answer a question.

PREPARATION: In order to be successful in this course, you should read each class's reading assignment and think about it BEFORE the required session on the topic. You should spend a minimum of 2 hours on your reading and homework for each nominal course 'hour' per week. This means you are expected to spend at least 9 hours per week outside class studying for a 3-credit course.

Other Course Policies

CONDUCT IN CLASS: Conduct yourself appropriately, with **respect** for each other, for faculty and staff, and for college property, just as you would in a business setting. This includes proper behavior online and in class. Check out online etiquette from the [University of Wisconsin Colleges](#) or [Kent State's policy](#), or [SUNY's discussion group thoughts](#). Sleeping, eating, use of cell phones (other than e-textbooks or browsing the internet for class-related discussion) is not permitted. The instructor may ask you to leave the classroom if your class conduct is not appropriate.

PROFESSIONAL STANDARDS FOR YOUR WORK: All work products need to be completed in a

professional, neat, clear, and interesting manner. Your score will be reduced for unprofessionally submitted products. See the Video on Canvas about professional writing, multimedia, and spreadsheets.

RESPONSIBILITY FOR MATERIAL: Students are responsible for comprehending all reading assignments and problems regardless of whether or not they are directly covered in a session. Clarify issues you have in your mind about this by consulting your instructor.

STUDY GROUPS: You are encouraged to work in study groups to discuss and master the subject. There are collaboration tools available in Canvas that could make this easier to do than exchanging emails. We'll discuss them and practice using them as the class proceeds.

CHANGES: While every effort will be made to follow the rules stipulated in this outline, change may sometimes be necessary. I reserve the right to make changes, and when this happens, due care will be taken to give as much notice to you as possible.

TURNITIN: Students should be aware that suspect assignments may be submitted to the **Turnitin** system by the instructor for the purpose of detecting possible plagiarism. The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotations, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency who may or may not be engaged in the selling of term papers or other academic materials.

Students agree that continued enrollment in this course after the receipt of this syllabus constitutes permission that all required papers may be submitted to **Turnitin** for the detection of plagiarism and that all submitted papers will be retained as source documents in the **Turnitin** reference database and used solely for the purpose of detecting plagiarism of such papers.

Students are responsible for ensuring that their work is consistent with USF's expectations about academic integrity.

Turnitin is an electronic resource that assists in the detection and deterrence of plagiarism by electronic comparison for textual similarity. Additional information about the **Turnitin** plagiarism prevention tool is available at <http://www.turnitin.com/>

USF Mission Statement:

As a Catholic university rooted in the liberal arts, we are a welcoming community of learners challenged by Franciscan values and charisma, engaged in a continuous pursuit of knowledge, faith, wisdom, and justice, and ever mindful of a tradition that emphasizes reverence for creation, compassion, and peacemaking. We strive for academic excellence in all programs, preparing women and men to contribute to the world through service and leadership.

Mission Statement of the College of Business and Health Administration: The mission of the College of Business and Health Administration is to offer undergraduate and graduate degree programs that are career oriented with a strong focus on academic excellence. Undergraduate programs are designed for traditional and non-traditional students providing academic and practical knowledge combining the effective use of technology with a global perspective and socially responsible leadership. Graduate and certificate programs are practitioner-based and designed for working professionals driven by real-world knowledge, emerging research, and the development of critical thinking skills. The College is guided by the University's Franciscan values of respect, compassion, integrity, and service.

(For Business Courses Only)

School of Business ACBSP Statement: All programs in the School of Business are accredited by the

Accreditation Council for Business Schools and Programs. ACBSP is a leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence. ACBSP promotes continuous improvement and recognizes excellence in the accreditation of business education programs around the world.

INSTITUTIONAL POLICIES

The student should use the USF portal as the first resource for guidance and support on items such as student complaints, safety, security and transportation questions, contact information for various USF departments, student support services such as counseling and academic resources. Information on these resources can be found in the “For Students” section of the USF portal.

A complete listing of university policies and procedures can be found in the University of St. Francis Course Catalog and Student Handbook. For the most current version of the catalog, please visit

<http://stfrancis.edu/academics/university-catalog>

Services and Accommodations for Students with Disabilities (Americans with Disabilities Act):

The University strives to be in compliance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA). A student who requires special accommodations or arrangements due to a disability should contact the Office of Disability Services. This contact preferably should occur no later than the first week of classes. Early contact before the semester starts is encouraged to allow sufficient time to provide accommodations. Extra time is needed for some types of accommodations such as sign language interpreters or special text formatting. Should a need arrive after the start of a semester; the student is encouraged to contact the Office of Disability Services as soon as possible. Note that accommodations are not retroactive. Each case will be reviewed on an individual basis to determine reasonable and appropriate accommodations.

USF is committed to ensuring the full participation of all students in its programs, regardless of the course format. If you have a documented disability and need a reasonable accommodation to participate in a course, complete course requirements, or benefit from the University’s programs or services, please contact the Office of Disability Services at [815-740-3631](tel:815-740-3631) or ODS@stfrancis.edu. The Office of Disability Services is in the Academic Resource Center (ARC) and is located on the second floor of the LaVerne and Dorothy Brown Library in room L214. Consultations are welcome, please contact the Office of Disability Services for an appointment.

Academic Support Services:

The Academic Resource Center (ARC) located in Room L214 in the Library (815-740-5060) offers various types of academic services. Online and distance learning students can contact ARC for appropriate resources. ARC serves students who need tutoring in many areas of study including writing and math. Library services include a number of online services and full text databases. Call the Library at 815-740-5041 for additional information. If you need academic-related resources or assistance, please contact the Academic Resource Center.

Notice of Copyright

This course may contain copyrighted materials that are intended to support the learning experiences of students currently enrolled in the course. No student may retain or further disseminate any copyrighted materials, in their entirety or any portion thereof, under penalty of law.

Technology Support

1. The Department of Academic Technology (DAT) administers the learning management system Canvas. If you are experiencing any difficulty using Canvas or need technical assistance, you have several options to receive support, including:
 - a. 24x7 Live Canvas Support. If you experience technical difficulties or have a question about Canvas, you can receive support 24 hours a day 7 days a week through the Canvas help menu. From the help menu, select **Chat with Canvas Support** for a “live” text-based click-to-chat session,
 - b. select **Report a Problem** to send an email support request, or speak to someone directly by using the toll-free number listed under the Canvas Support Hotline.

NOTE: Responses to Canvas’ email-based Report a Problem request system will go to your USF stfrancis.edu email account, NOT your personal email.

2. Online Self-Service Help Resources. A student user guide and other resources for solving issues related to Canvas can be found at <http://learnitnow.stfrancis.edu>
3. Telephone Support from DAT. You can also phone the Department of Academic Technology for personal help at (815) 740-5080 or (866) 337-1497 (toll-free) between 8 a.m. and 4 p.m. Central Standard Time, Monday through Friday.

For any technical support issues that are not related to Canvas, please contact the USF Technology Support Center (TSC). You can reach them via:

- Phone: 1-815-768-TECH (8324)
- Email: techsupport@stfrancis.edu
- Web: <http://techsupport.stfrancis.edu>
- Or visit them on the first floor of Marian Hall

Academic Integrity:

Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Collaboration is only acceptable when it is explicitly acknowledged. Ethical conduct is the obligation of every member of the University community, and breaches of academic integrity constitute serious offenses. Since a lack of integrity hinders the student’s academic development, it cannot be tolerated under any circumstances. Violations include but are not limited to: cheating, fabrication, facilitating academic dishonesty, plagiarism, and denying others access to information or material. See the USF Catalog for further clarification and information on grievance procedures.

***** Academic Integrity: *****

Students have an obligation to exhibit honesty in carrying out their academic assignments. Students may be found to have violated this obligation if they plagiarize or cheat. Plagiarism is presenting the work of others as one’s own: cheating is taking, giving, or accepting any illicit advantage for any course work inside or outside of the classroom.

One of the four Franciscan values that the University of St. Francis emphasizes is Integrity:

INTEGRITY in our work and interaction we commit ourselves in honesty and excellence in our work, and seek to experience high ethical standards in our lives. We accept personal responsibility for our actions. We are well aware of concern for the challenges of Christian living in a modern world. The university attempts

to assist students, faculty and business people to achieve greater understanding of ethical dimensions of professional life.

Homework problems, Challenges, Discussions, Papers, etc. must be of your OWN work. This class has been taught many times before, sometimes using similar homework problems. You may have obtained, either legitimately or not-legitimately, the answers to these assignments. The instructor may have even provided these in order to help you learn if you don't understand something. You should not use these resources to do your homework. Work should be your own presentation of the answer and in your own words. Copying, either in whole or in part, of someone else's work or other published work and presenting it as your own is considered plagiarism. There will be zero tolerance for plagiarism in this class. USF has academic integrity policies, and I will enforce these policies.

For written assignment such as the paper or discussions: If you perform searches on the internet, that is fine (and encouraged, as this can often enhance your learning about the subject), but responses to Discussions and your written Paper are to be in your own words. If you use words from an internet site or other source, it should be properly cited and identified. Your own interpretations, comments and opinions should be offered as a supplement to this reference.

Choosing to complete your assignments with academic integrity is a personal choice of yours. If you choose to not act with academic integrity, then please realize that you may be subject to the appropriate disciplinary action. At a minimum, you will receive a score of 0 for the assignment. Beyond that, if inappropriate behavior continues, enforcement of the academic integrity policies will be exercised.

IMPORTANT NOTE: Communication to you during this course will be to your USF **stfrancis.edu** email account, NOT your personal email.

To learn how to access your USF email account, go to: learnit.stfrancis.edu/canvas/canvas-guides-students.htm