

OPMA 5361 Syllabus: Fall 2013 Semester

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Office Hours: Monday and Wednesday 11:00-12:00 and 4:30-5:30

Course Number: MANA 5361
Course Title: Operations Management
Course Section #: 001
Class Meetings: COBA 245E, M-W from 7:00-9:55pm. [This is an 8-week course].

Description of Course Content: Introduction to concepts and problem-solving techniques important in production management and operations management. Topics include demand forecasting, capacity management, resource allocation, inventory management, supply chain management, quality control, and project management.

Student Learning Outcomes: Upon completion of this course, students will:

- analyze production planning problems;
- apply appropriate methodologies to inventory decisions;
- analyze operations processes and recommend improvements;
- apply appropriate methodologies to schedule work or people;
- apply appropriate techniques for managing quality; and
- apply appropriate forecasting methodologies.

Suggested Textbooks and Other Course Materials: *Operations Management for MBAs, (Fifth Edition)*, Jack R. Meredith & Scott M. Shaffer, John Wiley & Sons, Inc., 2013.

Students may be required to purchase case studies or other supplemental materials. Additional suggested readings are available through the UTA Library.

Grading Policy: The full course grade will be determined as follows:

<u>Component</u>	<u>Points Possible</u>
Exam 1	100
Exam 2	100
Final Exam (Comprehensive)	100
Homework Assignments	100
Group Research Paper or Case Study	100
Group Research Presentation	<u>100</u>
Total Possible	<u><u>600</u></u>

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Points earned and accumulated will be used in the following grade calculation:

<u>Points Earned</u>	<u>Letter Grade</u>
540-600	A
480-539	B
420-479	C
360-419	D
Below 359	F

Grades are earned on the basis of performance, not given on the basis of effort or need. Your grade represents your performance in this course, not your potential as a student or a person. If you feel an error has been made in the calculation of your grade, you may contact the instructor via email. Grades are otherwise non-negotiable.

Descriptions of major assignments and examinations with due dates: Examinations, assignments, and due dates are presented in the Course Schedule below:

<u>Meeting #</u>	<u>Day</u>	<u>Date</u>	<u>Topic</u>	<u>Readings</u>	<u>Assignments Due</u>
1	Mon	10/21	Course Intro and Rules of Engagement Ops Strategy & Global Competitiveness	Course Syllabus Chapter 1	
2	Wed	10/23	Process Planning & Design	Chapter 2	Chapter 1 Homework
3	Mon	10/28	Process Planning & Design Controlling Processes Assign Team Project	Chapter 2 Chapter 3	
4	Wed	10/30	Controlling Processes Project Teams Select Cases for Analysis Project Team Game Plan Meetings **Last day to drop classes: October 30**	Chapter 3	Chapter 2 Homework
5	Mon	11/4	Process Improvement-Six Sigma	Chapter 4	Chapter 3 Homework Exam #1 Chapters 1-3
6	Wed	11/6	Process Improvement-Six Sigma Process Improvement-Waste-Lean	Chapter 4 Chapter 5	
7	Mon	11/11	Process Improvement-Waste-Lean	Chapter 5	Team project papers due Chapter 4 Homework
8	Wed	11/13	Managing Process Improvement Projects	Chapter 6	Chapter 5 Homework Team research presentations
9	Mon	11/18	Managing Process Improvement Projects	Chapter 6	Team research presentations
10	Wed	11/20	Supply Chain Management	Chapter 7	Team research presentations Chapter 6 Homework
11	Mon	11/25	Supply Chain/ Inventory Management	Chapter 7, Supplement B	Exam #2 Chapters 4-6 Chapter 7 Homework Team research presentations
12	Wed	11/27	Capacity Scheduling & Location Mgmt	Chapter 8	Chapter 7, Supp B Homework Team research presentations
13	Mon	12/2	Forecasting	Chapter 8, Supplement C	Chapter 8 Homework Team research presentations
14	Wed	12/4	Course Review / Special Topics		Chapter 8, Supp C Homework
15	TBD	TBD	Final Exam-Comprehensive		Final Exam-Comprehensive

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Assignment Deadlines and Late Submissions: Homework assignments and group project papers are due to be submitted in Blackboard by 11:59pm Central time on the due date specified in this Syllabus. Late submission of homework assignments will not be accepted. Late submission of group project deliverables will result in a penalty of 10% of the available points on the assignment for each day after the specified due date.

Make-Up Exams: Make-up exams are generally not available in this course. Exceptions will be applied to special circumstances such as (a) conflicts with participation in University-sponsored events, or (b) military service obligations.

In those rare cases, the conflict must be communicated to the Instructor via UTA e-mail in advance of the time slot scheduled for the exam. At the Instructor's discretion, the make-up mechanism may be (a) double-counting the number of points earned on the next scheduled exam, (b) a different exam from the one administered on the scheduled date, or (c) an individual case study or research paper assignment.

Documentation of circumstances requiring a make-up exam will be required, and misrepresentation of such circumstances is a violation of the University's Academic Integrity policy.

Blackboard Course Portal: Blackboard is the online content management utility for courses at UTA. Course announcements, assignment instructions, and assessments will be available on the Blackboard portal for this class. Each student is responsible for establishing access to the Blackboard course portal, and for contacting the UTA Help Desk as needed to resolve any technical problems with Blackboard.

Detailed instructions and grading rubrics for the group Research Paper or Case Study and group presentations will be posted in the Blackboard course portal. Exams and homework will also be completed in the Blackboard course portal.

Attendance Policy: Regular class attendance is an absolute necessity. If you must miss class for any reason, you are responsible for the material you missed and will need to work with your classmates (not the instructor) to obtain class notes and otherwise determine what you missed. Any class attendance and lateness policies introduced in this class include by reference all provisions for grade adjustment or drop policies included in the applicable Graduate or Undergraduate Catalog in effect at the start of the semester. No student will be dropped from the class rolls for never attending class or for accumulating excess absences.

Drop Policy: The University of Texas at Arlington's drop policy will be in effect for this course.

Work outside of class: Exams and homework assignments are to be completed by each student individually. You are not to collaborate with (or receive assistance from) anyone else on these assignments.

Laptops and other electronic devices: While there can be instances in which learning is enhanced by the use of laptops or tablet computers during class, the bulk of my experience suggests these are not the norm. Therefore, during all classroom sessions laptops (and/or PDAs, mobile phones, etc.) are to be closed and put away.

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Classroom behavior: Students in this class will likely come from a variety of cultures and educational backgrounds. Although standards for classroom conduct vary across cultures, we will conform to expectations that are common in higher education in the U.S. Unless the instructor *specifically* says otherwise, during classroom sessions students should abide by the following policy: If you're not talking with the instructor, you should not be talking at all.

Your participation in classroom discussion is required and assumed. Negative grade adjustments may be applied if you fail or refuse to participate in classroom discussions, behave in a way that disrupts the class, or leave the classroom early without consulting the instructor.

Americans With Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled *Americans with Disabilities Act (ADA)*, pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, the instructor is required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.uta.edu/disability. Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

Academic Integrity: It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Section 2.2)

Student Support Services Available: The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

E-Culture Policy: The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email.

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All students are assigned an email account and information about activating and using it is available at www.uta.edu/email. New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. Students are responsible for checking their email regularly.

Grade Grievance Policy: The procedure outlined in the UTA catalog is as follows: “The student has one calendar year from the date the grade is assigned to initiate the grievance. The normal academic channels are the department chair or program director, academic dean, and the Provost.”