



IE 4343: Facilities Planning and Design
Course Syllabus: Fall 2016
TR 11:00am – 12:20pm, Pickard Hall 109

Instructor: Dr. Yuan Zhou

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Office Hours: TR 9:00am – 11:00am

(or by email appointment, **must** include IE4343 in the subject)

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Section Information: IE 4343-001 | 3–Lecture Hours | 0 Lab Hours

Description of Course Content: The course covers strategic facilities planning through detailed facilities layout design. Considerations include product flow, space and activity relationships, personnel requirements, material handling, and layout. Traditional and contemporary issues in manufacturing and their impact on facilities design including receiving, shipping, warehousing, and integration with manufacturing and supporting operations are explored. Facilities planning models and the process of evaluating, selecting, preparing, presenting, and implementing the facilities plan are covered.

Prerequisite: IE 4303 (Production and Inventory Control) or concurrent enrollment.

Student Learning Outcomes: This course is designed to develop facilities planning and layout skills, including the ability to apply quantitative methods to decision-making in the areas of selecting, preparing, presenting, and implementing facilities plans. These skills have broad applications and can be useful for the planning and design of a manufacturing enterprise, hospital, airport, warehouse/distribution center, etc.

By the end of the course, you should be able to:

- Explain the “Winning Facilities Planning Process”
- Determine product, process, and schedule design interactions
- Analyze flow, space, and activity relationships with impact to material handling and layout alternatives
- Integrate receiving, shipping, warehousing with manufacturing and supporting operations
- Apply standards of professional and ethical responsibility
- Apply quantitative facilities planning models
- Prepare and present a detailed facilities planning project report and layout documenting all steps taken (Define problem, Generate alternatives, Analyze, Select) + Justification of your final recommendation.

Required Textbooks and Other Course Materials:

Facilities Planning. Tompkins, White, et.al. John Wiley, 4th edition (2010), ISBN: 9780470444047

Lecture notes will be provided on Blackboard (Copyright © 2012 K.J. Rogers as to all lectures)

Descriptions of major assignments and examinations:

- **Homework:** Four (4) individual homework and One (1) group homework will be assigned
- **Project:** One (1) term project will be done in groups of 4-5 members. We will explore specific topics early in the semester to allow sufficient time for proper research and project preparation. This will be explained in more details in class and with more information posted
- **Exam:** One (1) in-class mid-term exam and final exam. The final exam is non-cumulative

Attendance: At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when

Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

As the instructor of this section, I will not take attendance, but it is important that you attend class on a regular basis. This will save you a lot of preparation time for homework and exams. You will be responsible for the learning materials presented in class whether you attend or not.

No computer, lpad, cell phones or any electronic internet devices can be used in class. Certain exceptions can be made.

Grading: Grades are based on performance. Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

- Course grade will be comprised of performance on homework, exams and project

Course Component	Points/each	Sub-Total Points
Homework (5)	10	(5) * 10 = 50
Mid-Term	70	(1) * 70 = 70
Final Exam	100	(1) * 100 = 100
Project	80	(1) * 80 = 80
Grand Total		300

- Course grade will be determined by the following table based on total points earned in class

Grade	Quality Points	Percentage
A	4.00	90.0% - 100.00%
A-	3.67	86.0% - 89.9%
B+	3.33	83.0% - 85.9%
B	3.00	80.0% - 82.9%
B-	2.67	77.0% - 79.9%
C+	2.33	73.0% - 76.9%

Grade	Quality Points	Percentage
C	2.00	70.0% - 72.9%
C-	1.67	67.0% - 69.9%
D+	1.33	60.0% - 66.9%
D	1.00	57.0% - 59.9%
F	0	56.9% or below

Make-up Exams/Late Submissions: Makeup exams will be administered only under extenuating circumstances with official documents, if I am notified in advance. Late submission of homework and team project work is subject to a 20% reduction of points per school day, e.g., one day late of a 10-point homework will be assessed to a 2-point reduction. Late work will not be accepted after five school days.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the

instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.*

Title IX Policy: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.*

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located immediately next to the classroom door. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

The IDEAS Center (2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

The English Writing Center (411LIBR): The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

Librarian to Contact: Martin Wallace – martin.wallace@uta.edu

<p>Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381</p>

Course Schedule: As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course – Yuan Zhou

Week	Day	Date	Lecture Topic	Textbook Chapters	Homework/Project
1	R	8/25	Course Overview		
2	T	8/30	Introduction to Facilities Planning	1	
	R	9/1	Product design, Process design Schedule design	2	Homework 1
3	T	9/6			
	R	9/8			Group Names
4	T	9/13	Flow systems, Activity relationships Space requirements	3	
	R	9/15			Group Homework
5	T	9/20	Personnel Requirements	4	Homework 1 Due Homework 2
	R	9/22	Introduction to group project		
6	T	9/27			Project Assignment
	R	9/29	Material Handling	5	Group Homework Due
7	T	10/4			
	R	10/6	Layout Planning Models and Design Algorithms	6	Homework 2 Due Homework 3
8	T	10/11			
	R	10/13			Project Proposal Due
9	T	10/18	Mid-Term (Ch.1-6 + relevant materials)		
	R	10/20			
10	T	10/25	Warehouse Operations	7	
	R	10/27	Manufacturing Systems	8	Homework 3 Due Homework 4
11	T	11/1			
	R	11/3	Facility Systems	9	
12	T	11/8			
	R	11/10	Quantitative Facilities Planning Models	10	
13	T	11/15	Evaluating and Selecting the Facilities Plan	11	Homework 4 Due
	R	11/17			
14	T	11/22	Preparing, Presenting, Implementing, and Maintaining the Facilities	12	
	R	11/24	No Class (Thanksgiving Holidays)		
15	T	11/29	Project Presentation I		Project Final Report Due
	R	12/1	Project Presentation II		
16	T	12/6	Final Exam Review		
Final Exam Week	T	12/13	Final Exam (Ch7-12 + relevant materials)		