

**IMSE 3343: Metrics & Measurement**  
Fall 2016

**Instructor(s):** Dr. Shernette R. Kydd

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**Office Telephone Number:** 817-272-6227

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**Office Hours:** By Appointment (4:30 – 5:30, MW)

**Section Information:** IMSE 3343-001

**Time and Place of Class Meetings:** MW 5:30 – 6:50, Woolf Hall Room 311

**Description of Course Content**

This course presents methods for determining the most effective utilization of effort in the man-machine environment as well as systems and methods to measure enterprise performance.

**Student Learning Outcomes:**

- Describe the characteristics of a useful metric.
- Differentiate between normal, standard, and cycle times.
- Balance an assembly line using various methods and evaluate the effectiveness of the solutions.
- Design and conduct a stopwatch time study. Analyze the results.
- Compare and contrast different Predetermined Motion Time Systems
- Describe the purpose of performance ratings.
- Conduct a performance rating experiment and analyze the results.

**Required Textbooks and Other Course Materials:** Work Systems and the Methods, Measurement and Management of Work, Mikell P. Groover, ISBN: 0-13-140650-7

**Course Topics (As Organized in Text):**

**Part I** - Metrics Introduction, Chapters 1 - 4

**Part II** - Chapters 8 - 10

**Part III** - Chapters 12 - 18

**Part IV** - Chapters 20 - 21

**Part V** - None

**Part VI** - None

**Attendance:** At The University of Texas at Arlington, taking attendance is not required. Rather, 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. As the instructor of this section, I will be taking attendance randomly during the semester. Please note that if you are absent, you run the risk of missing extra credit opportunities and in-class assignments, which will be randomly given during the semester - no make-ups are permitted for these things if a student is absent.

### Grading Policy:

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.

Exam 1	20.0 %
Exam 2	20.0 %
Exam 3 (Final)	20.0 %
Key Assignments/	<u>40.0 %</u>
	100.0 %

100 – 90	(A)
89 – 80	(B)
79 – 70	(C)
69 – 60	(D)
59 – 0	(F)

**EXAMS:** Three exams (including a final) will be given during this course. You must take all tests at their scheduled times. If you miss a test without either a certified medical excuse or prior instructor approval, you will take a makeup test at a designated time during the last week of the semester. The makeup exam will be fair but comprehensive (covering all the course material) and challenging. Tests missed, with certified medical excuses or prior instructor approval, will be dealt with individually. Only **one** missed test can be made up.

**IN-CLASS ASSIGNMENTS:** There will be in-class assignments throughout the semester. You must be in class in order to do the in-class assignments - no make-up assignments will be given.

**RECITATIONS:** The GTA will be leading 3-5 sessions during the semester. He will be going through the assigned practice problems for the chapters, will lead out some of the in-class assignments and may also be the instructor for a session.

**KEY ASSIGNMENTS:** During the semester multiple key assignments will be assigned. Detailed explanations will be given for each assignment at the appointed time during the semester. You must complete all key assignments to pass this course. There will be group and individual key assignments.

**EXTRA CREDIT:** There may be random opportunities for extra credit, but you must be present and in class on the day it is assigned to complete it for credit.

**PEER REVIEWS:** Most group assignments will include a peer review. Your level of participation will impact your grade, so please be an active participant. (Max Point = 5)

e.g. Assignment Grade = 100%, Your Peer Review Average = 4/5 (0.8)  
Your Weighted Grade = 100% \* (0.8) = 80%

**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://wwwb.uta.edu/aao/fao/>).

**Americans with Disabilities Act:** The University of Texas at 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)*. 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 that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information

regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: *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](http://uta.edu/eos). For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).*

**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 as they see fit in their courses, including (but not limited to) 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.

**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>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be 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 enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** 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 make-up 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 outside the classroom down the stairwell. 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](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**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.

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Library Home Page .....	<a href="http://www.uta.edu/library">http://www.uta.edu/library</a>
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Database List .....	<a href="http://www.uta.edu/library/databases/index.php">http://www.uta.edu/library/databases/index.php</a>
Course Reserves.....	<a href="http://pulse.uta.edu/vwebv/enterCourseReserve.do">http://pulse.uta.edu/vwebv/enterCourseReserve.do</a>
Library Tutorials .....	<a href="http://www.uta.edu/library/help/tutorials.php">http://www.uta.edu/library/help/tutorials.php</a>
Connecting from Off- Campus.....	<a href="http://libguides.uta.edu/offcampus">http://libguides.uta.edu/offcampus</a>
Ask A Librarian.....	<a href="http://ask.uta.edu">http://ask.uta.edu</a>

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: <http://www.uta.edu/library/services/distance.php>.

The subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit <http://libguides.uta.edu/os> and <http://libguides.uta.edu/pols2311fm> . If you have any question.

## Course Schedule

**Please reference the schedule posted on Blackboard for the plan for the semester. This plan can change, so be sure to continuously refer to it throughout the semester.**

Thx!  
Dr. Kydd