

Procurement and Acquisitions Management PROC-5000

S2 2021 Section SM 3 Credits 03/15/2021 to 05/14/2021 Modified 03/10/2021

Meeting Times

Lecture and Discussion

March 18, 2021 - May 13, 2021

Thursday, 6:00 PM to 10:00 PM, Zoom Online

NOTE: ALL NCR courses begin at 6:00 pm EST – sometimes (even after reviewing) the time reverts to a different time zone.

Start time for other time zones are: 5 pm CT/ 4 pm MT/ 3 pm PT

Class will meet via Zoom - the link will be posted in WorldClassroom (more data in Campus information)

Contact Information

Instructor: Professor Christielove Harris MA

Email: charris03@webster.edu

Phone: 703-862-5683

Other meetings days/times may be scheduled individually as needed.

Description

This course is an overview of acquisitions and materials management. Students examine the functional roles of those individuals having responsibility in this area. The course includes discussion of acquisition law, operations management, pricing, negotiations, and logistics.

Requisites

None

Outcomes

The following is a list of the learning outcomes for the course:

- The students will understand and be able to explain the important terminology, facts, concepts, principles, and theories used in the field of Procurement and Acquisition Management. These will consist of the mandatory topics taught in the pre-requisite, advanced core courses, and integrative capstone course.
- The students will understand be able to analyze and apply the core concepts and principles of Purchasing as the foundation for Supply Management and explain, demonstrate, and evaluate the value of Supply Management to the organization; and to compare and contrast the procurement and acquisition principles and practices of commercial/industrial firms.
- The students will understand and be able to explain, analyze, critique, and apply research oriented approaches, case studies, and the use of situational analyses as appropriate in the study of procurement and acquisition management situations.
- The student will understand and be able to demonstrate the ability to properly write, prepare and submit a logically organized writing project. This writing effort must demonstrate the ability to communicate, in writing, at the graduate level.

Required Textbook

Purchasing & Supply Chain Management

Author: Monczka, Handfield

Publisher: Cengage

Edition: 6th

ISBN: 978-1285869681

Materials

Please use these excellent resources

Textbook title and ISBN posted here:

<http://www.bkstr.com/websteronlinestore/home>

Start here - follow drop down menus

Deliverables

Case Report: Eagle Manufacturing

Eagle Manufacturing case will be provided via PDF. See the case study format in the Notes Section, below. This is due Week 3.

MANDATORY OUTLINE FOR CASE ANALYSIS

Note: Structure your analysis, use headings and subheadings, do not write an essay.

CASE NAME:

I. *Major Facts*

State here the major facts as you see them. Make statements clear and concise for your own understanding, as well as, for the understanding of the other students and the instructor.

II. *Major Problem*

State here the major problem as you see it. Emphasize the present major problem. You may wish to phrase your statement in the form of a question. In a few cases, there may be more than one major problem. A good problem statement will be concise, usually only one sentence.

III. *Possible Solutions/Alternatives*

A. List here the possible solutions to the major problem. Let your imagination come up with alternative ways to solve the problem.

B. Do not limit yourself to only one or two possible solutions. These solutions should be distinct from each other.

C. However, you may wish to include portions of one solution in another solution, as long as each solution stands alone. Only in this manner will your subsequent choice be definitive.

D. Briefly note advantages and disadvantages of each possible solution, etc.

IV. *Choice and Rationale*

State here your choice, A or B or ___ and the detailed reasons for your choice. You may also state your reasons for not choosing the other alternative solutions.

1. *Implementation/The Action Plan*

Who does what, where, how, when, etc.

Report: Written Class Project

A comprehensive Class Project consisting of a 10-15 page paper reporting on a specific and previously approved topic relating to purchasing, procurement, or other acquisition related topic. **Please note:** Your topic needs to be approved prior to week 4 class.

Use appropriate format (APA, Turabian) and include proper citations.

Oral Presentation: Oral Presentation of Class Project

An oral presentation of the written project will be presented to the class. These will be scheduled beginning on week 7. Students are encouraged to structure their presentation using Microsoft PowerPoint and present a 10-15 minute, professionally delivered overview of your project results.

Case Studies

From the textbook, you will have two (2) case studies to read and answer the questions. In your paper, you will provide a synopsis of the case and respond to the questions.

✓ Evaluation

Midterm Exam = 30%

Class Participation = 5%

Eagle Manufacturing Case Analysis = 15%

Written Class Project Report = 20%

Oral Presentation = 20%

Case Studies = 10%

📅 Schedule

When	Topic	Notes
Lecture and Discussion Week #1: March 18	Introduction/The Foundation	Introduction to pre-and post award contracting process focusing on complex, commercial acquisitions. Through lecture, case study, exercises and other learning activities, we will discuss the acquisition process and apply ethical principles and sound judgment to resolve contracting issues. Discussion on the case method, student written project and oral presentation. Read and be prepared to discuss the class notes and chapters 1 & 2.
Lecture and Discussion Week #2: March 25	Purchasing Operations and Structure	<u>Prior to class</u> , students should conduct independent research into the federal acquisition process and socio-economic programs and come prepared to discuss your findings/questions. Read and be prepared to discuss the class notes and chapter 3, 4, & 5. In class discussion of selected case (Randall) and contemporary issues in the acquisition field.
Lecture and Discussion Week #3: April 1	Strategic Sourcing	Lecture on strategic sourcing in federal acquisitions. Read and be prepared to discuss the class notes and chapters 6, 7, & 8. In class discussion on selected case (Eagle Manufacturing) and contemporary issues in the acquisition field. Eagle Manufacturing case due (pdf document)
Lecture and Discussion Week #4: April 8	Supplier Management & Worldwide Sourcing	Lecture and discussion of supplier management and development into worldwide sourcing. Read and be prepared to discuss the class notes and chapters 9 & 10. In class discussion of selected case (Avion, Inc.) and contemporary issues in the acquisition field. Case #1 Avion, Inc. due (pgs. 814-816)
Lecture and Discussion Week #5: April 15	Strategic Sourcing Process	Lecture and discussion on strategic sourcing process, as well as, Contract Types, Negotiation vs. Sealed Bidding, Negotiation Principles. Read and be prepared to discuss the class notes and chapters 11-14. In class discussion on selected case (Gotham City). Mid-term exam covering all material to date.
Lecture and Discussion Week #6: April 22	Purchasing Law & Ethics	Lecture and discussion of ethics, general management responsibilities related to purchasing/acquisition. Read and be prepared to discuss the class notes and chapter 15. In class discussion on selected case (Purchasing Ethics) and contemporary issues in the acquisition field. Case #5 Purchasing Ethics due (pgs. 823-825).

When	Topic	Notes
Lecture and Discussion Week #7: April 29	Critical Supply Chain Elements	Read and be prepared to discuss the class notes and chapters 16 & 17. Read and be prepared to discuss the class notes and chapter 19. In class discussion of contemporary issues in the acquisition field. Student oral presentations begin in classroom.
Lecture and Discussion Week #8: May 6	Supply Chain Information & Performance Evaluation	Read and be prepared to discuss chapter 18 & 19. In class discussion of selected cases and contemporary issues in the acquisition field. Student oral presentations continue in the classroom.
Lecture and Discussion Week #9: May 13	Future Directions	<u>Prior to Class</u> , conduct independent research to identify an example of either a retail or wholesale (including government) e-commerce application currently in use either in the public or private sector. Be prepared to discuss in class. e-Commerce and purchasing management, institutional and governmental purchasing issues. Read and be prepared to discuss chapter 20. Student oral presentations continue in classroom. Turn in project and all other outstanding writing assignments. <u>ONLINE EVALUATION:</u> https://evaluation.webster.edu available weeks 8 & 9 - posted in WorldClassroom as well

* Course Policies

Attendance is important and please do your best to login to class on time. However, life happens if you must miss a class please notify me as soon as possible so I can support you, it is your responsibility to make up any missed coursework.

Please silence all cell phones during class (set to vibrate for emergency calls is acceptable). Even while meeting remotely a ringing phone can be distracting.

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:

<http://www.webster.edu/catalog/current/undergraduate-catalog/> (<http://www.webster.edu/catalog/current/undergraduate-catalog/>)

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/> (<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>
(<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>
(<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>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>
(<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/ (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>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html> (<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 (<mailto: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 (<http://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> (<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> (<http://library.webster.edu/>). For support navigating the library's resources, see <http://libanswers.webster.edu/> (<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>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html> (<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>).

Academic Calendar - <http://www.webster.edu/academics/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>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html> (<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/> (<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/> (<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> (<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/>).

Campus Information

Due to the uncertainty at this moment regarding the process in access to the SOMA site due to the pandemic *please* meet via Zoom for the Spring 2 term, or until further notice.

Instructors will post the meetings in WorldClassroom/Canvas for students to log in each week (added security measure). On the left side with all the hyperlinks there will be one for Zoom.

We recommend Chrome for the browser and please mute yourself when not speaking, also only you are able to unmute yourselves in Zoom. If there are many participants it also might be wise to disengage video too (or if bad weather) if low band width messages continually appear.

Webster University: University Systems of Maryland at Southern Maryland:

44219 Airport Road
California, MD 20619
Phone (301) 737-2500 x216
marvinwalker98@webster.edu

www.legacy.webster.edu/dcmetro

Additional Items

Emerson Library: library.webster.edu

There is a live chat feature - home page, contact a librarian (middle of page, middle box): Chat with a librarian on left side (might have to scroll down a bit) - accessible 24 hours a day.

The WSBT subject librarian is:

Business & Management	Mary Anne Erwin	800-985-4279	maerwin@webster.edu
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Please use these excellent resources