



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTRODUCTION TO BUSINESS LOGISTICS**

**LMGT - 1319 – O080**

**DR. TOMMY “T-LOW” LOWRANCE**

**NOTE: This is a 16-week ONLINE course.**

# INTRODUCTION TO BUSINESS LOGISTICS

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## **Course Description:**

A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.

## **Prerequisites and/or Corequisites:**

There are no prerequisites and/or corequisites required.

## **Course Notes and Instructor Recommendations:**

We will study a variety of areas of business that will benefit you whether you are working in QA, logistics, inventory, purchasing, etc. This Logistics course will maintain a logistics perspective. Our focus will be on how to effectively and efficiently get good quality products to our consumers—both foreign and domestic. For those of you who are seeking an AAS Degree in Supply Chain & Operations Management, this is a required course. But, we will learn a great deal—and have fun doing it!

## **Instructor Information:**

Instructor Name: Dr. Tommy “T-Low” Lowrance, CSSBB

MCC Email: [tlowrance@mclennan.edu](mailto:tlowrance@mclennan.edu)

Office Phone Number: 254-299-8059; Cell Phone Number: 254-744-1873 (Preferred)

Office Location: BTB 210

Office/Teacher Conference Hours:

M/W 11:00 am – 12:30 pm

T/TH 12:30 am – 2:30 pm

**\*Other times are available. Please schedule them by email.\***

Other Instruction Information:

Zoom by appointments only: Zoom ID: 254 299 8059      Password: leader

## **Correspondence Policy:**

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

**Required Text & Materials:**

**\*\*\*INSTRUCTOR NOTE:\*\*\***

This course is an inclusive access course. This means that the cost of your e-book has been included in your tuition. You will receive Orientation instructions on how to access your e-book and other materials by clicking and reviewing items in the Orientation—Start Here section under Content. Please follow these instructions closely to access your e-book. This course utilizes McGraw-Hill Connect, which is an interactive tool linked to your Brightspace shell.

Title: Supply Chain Logistics Management

Author: Bowersox, Closs, Cooper, & Bowersox

Edition: 5th

Publisher: McGraw-Hill

ISBN: 978-0-07-809664-8 (McGraw Hill e-book in Connect)

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

1. This is an online course and will require a lot of self-discipline from students! You are expected to log into Brightspace each day to check the course, and to check your student email everyday as well. Since we do not have formal classroom meetings, I will act more as a facilitator for learning than a traditional professor. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.
2. This course utilizes textbook reading, homework assignments, SmartBook exercises, online research for written and oral discussions, several quizzes, and exams to teach toward the course objectives. This online course represents the same course content and rigor of a face-to-face class. As such, you should expect to devote a comparable amount of time each week on reading, self-study, research, and homework assignments. You should also understand that this is a tough course. Reading the textbook is not optional. You will likely need to read some of the text several times in order to gain an understanding of the material. This class requires that you think critically and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course!

3. Time is NOT your friend! For today's college student (and today's business professional), time is our most limited commodity. You must manage your time effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society.

**Course Objectives and/or Competencies:**

Upon successful completion of this course, students will:

1. Explain the terms and how they relate to the overall concept of logistics;
2. Explain the legal aspects and regulatory agencies as they relate to logistics management; and
3. Demonstrate ability to apply decision making techniques based on time, materials, and space.

If all goes as planned, you will leave the course with an increased awareness of what is involved in logistics. Employees of large organizations, small organizations, non-profit organizations, manufacturing and service industries all face similar problems and different problems. We will examine many facets of logistics and how they fit into different organizations both foreign and domestic.

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

**Definitions**

The terminology we use is important.

Drops occur BEFORE the census date and do not count against the student's maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals occur AFTER the census date and count in the student's maximum withdrawal count of 6 classes.

**Online & Hyflex Course Attendance Policy (Business Division)**

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are

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considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have “attended” and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

## **Course Outline or Schedule:**

<b>Week</b>	<b>Due Date</b>	<b>Assigned Reading</b>	<b>Assignments Due</b>
<b>1</b>	9-3	Syllabus & Chapter 1 21 <sup>st</sup> Century Supply Chains	Connect Orientation SmartBook 2.0 Orientation Chapter 1 SmartBook Chapter 1 Homework
<b>2</b>	9-3	Chapter 2 Informaton Technology	Chapter 2 SmartBook Chapter 2 Homework Top Transportation Systems (Written)
<b>3</b>	9-10	Chapter 3 Logistics	Chapter 3 SmartBook Chapter 3 Homework Using 3PLs (Written)
<b>4</b>	9-17	Chapter 4 Customer Accommodation	Chapter 4 SmartBook Chapter 4 Homework Communication Quiz (Oral)
<b>5</b>	9-24	Chapter 5 Integrated Operations Planning	Chapter 5 SmartBook Chapter 5 Homework Test 1 Chapters 1-5
<b>6</b>	10-1	Chapter 6 Procurement & Manufacturing	Chapter 6 SmartBook Chapter 6 Homework Lean Logistics (Oral)
<b>7</b>	10-8	Chapter 7 Inventory	Chapter 7 SmartBook

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			Chapter 7 Homework Modes of Transportation (Written)
<b>8</b>	10-15	Chapter 8 Transportation (continued next page)	Chapter 8 SmartBook Chapter 8 Homework Foreign & Domestic Shipping Documentation (Oral)
<b>9</b>	10-22	Chapter 9 Warehousing, Materials Handling, & Packaging	Chapter 9 SmartBook Chapter 9 Homework Safety in Logistics (Oral)
<b>10</b>	10-29	Chapter 10 Global Supply Chain	Chapter 10 SmartBook Chapter 10 Homework Test 2 Chapters 6-10
<b>11</b>	11-5	Watch Video Recording	Logistics Manager Interview Quiz
<b>12</b>	11-12	Chapter 11 Network Design	Chapter 11 SmartBook Chapter 11 Homework Material Handling (Oral)
<b>13</b>	11-19	Chapter 12 Relationship Management	Chapter 12 SmartBook Chapter 12 Homework
<b>14</b>	11-26	Chapter 13 Performance Management & WSJ Bullwhip Effect article	Chapter 13 SmartBook Chapter 13 Homework Bullwhip Effect Quiz
<b>15</b>	12-3	Chapter 14 Supply Chain Trends	Chapter 14 SmartBook Chapter 14 Homework
<b>16</b>	12-5	Final Exam	Test 3 Chapters 11-14

## **Course Grading Information:**

Connect & SmartBook Orientation	x	5%	=	_____
SmartBook Exercises (drop 2)	x	15%	=	_____
Chapter Homework (drop 2)	x	15%	=	_____
Semester Exams	x	30%	=	_____
Written Discussion Boards	x	10%	=	_____
Oral Discussion Boards	x	10%	=	_____
Bullwhip Effect Quiz	x	10%	=	_____
Interview Quiz	x	5%	=	_____
<b>Total</b>		<b>100%</b>	=	_____

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90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F

## **Connect & SmartBook Orientation**

Under Content and then Week 1, students will find 2 required Orientation assignments they must do for a grade. These assignments are designed to familiarize students to Connect and also SmartBook. **Students must complete these 2 Orientation assignments within the first 2 weeks of class or they will be dropped from the course.**

## **SmartBook Chapter Exercises—15%**

SmartBook Chapter Exercises are a tool used by the publisher to address key topics in a fun, interactive way. These exercises utilize an artificial intelligence that recognizes how well a student is answering questions and adjusts the difficulty level based on responses. The key here is to finish the exercise for credit. I will drop your two lowest SmartBook grades.

## **Chapter Homework—15%**

Throughout the semester, you will complete several homework assignments that correlate to the materials covered in the course. These assignments are very practical and focus on tasks and skills that are necessary in the business logistics environment. All assignments should help prepare you for success on the exams. I will drop your two lowest homework grades.

## **Semester Exams—30%**

Periodically, you will be required to complete an exam that covers several chapters. You will have 1 attempt to complete each exam, and you will be given 60 minutes to answer 50 questions. If you have accommodations on file with MCC, those accommodations will be made accordingly.

## **Written Discussion Boards—10%**

Students are expected to research and provide a brief summary (2-3 double-spaced content pages) of their findings to members of the class on three different research topics. Each student will be researching the same topics, so at this time you are NOT required to respond to each others' posts. This is simply a public way to gather information on an important topic and students are strongly encouraged to read their classmates' posts.

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### **Oral Discussion Boards—10%**

Students are expected to research and provide a brief oral summary of their research findings. These oral video recordings should last between 3-5 minutes. The professor **MUST** see you in the video discussing what you learned.

### **Bullwhip Effect Quiz—10%**

Students will be required to read an article posted by the professor in Week 14 and then take a quiz over the article. The quiz will be multiple choice and True/False and students will only be given 1 attempt to take the quiz. It will only be 10 questions and students will be given 10 minutes to take. If accommodations are required, then those will be made.

### **Interview Quiz—5%**

During Week 11, students will be required to watch a recorded interview with a logistics manager and then take a quiz over questions provided by the instructor. This quiz will also be 10 multiple choice and True/False questions and students will be given 10 minutes to complete the quiz. There will only be 1 attempt and accommodations will be made for those with documented disabilities.

Course assignments, activities, and discussion board participation will be graded and a grade released within two (2) calendar weeks of the assignment's due date. Any student without a submission on the due date will be assigned a zero (0) grade. The late work policy below establishes whether late work for unexcused absences will be accepted, any penalization that occurs due to the submission of late work, and how/when the grade will be updated.

### **Late Work, Attendance, and Make Up Work Policies:**

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned Due Date and time!** If you miss the assigned due date for assignments, there will be a 10% penalty assessed for each day late. Late work will not be accepted beyond 1 week from the due date. Students will **NOT** be allowed to make up missed coursework unless there is a documented reason (family death/significant medical reason) as to why the work was missed. If there is something that you believe may hinder the completion of an exam on time, it is your responsibility to contact the instructor to inform him. No quizzes or exams can be taken late for any reason, but arrangements can be made to take them early.



During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. This is not a self-paced course where everything is due at the end of the semester.

A grade of Incomplete (I) will only be issued for students who need only to take the final exam and have an extenuating circumstance that resulted in an excused absence (documentation must be provided) for the day of the final exam.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the professor, prompt and regular attendance—even virtual, and an attitude that seeks to take full advantage of the educational opportunity. That means please demonstrate respect to all who participate in this learning environment at all times and in each interaction.

Please know that I read my email several times during the day; however, if you send me an email at 11 PM with a question you need answered before the class tomorrow I might not see it. I do not always read email on the weekends. Do not expect instantaneous responses from me via email. Additionally, although I provide you with my personal cell phone number, I am not always immediately able to respond. Please be kind and patient.

Lastly, integrity is critical in the business world and in academia. Cheating of any kind will not be tolerated. A zero will be given for the first instance of cheating; failure in the course will result from any additional instance. I will also escalate the matter on the second instance of cheating. This is particularly true with plagiarism. Plagiarism.org (2017) defined plagiarism this way:

1. turning in someone else's work as your own
2. copying words or ideas from someone else without giving credit
3. failing to put a quotation in quotation marks
4. giving incorrect information about the source of a quotation
5. changing words but copying the sentence structure of a source without giving credit
6. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

**Artificial Intelligence (AI) Statement:** Any work written, developed, produced, or created using artificial intelligence (AI) is considered plagiarism and is not tolerated. Certainly, there is a time and place for its use; however, in terms of learning and education it circumvents the learning process by artificially creating work that robs the learner from the opportunity to do so. If you have any questions as to what qualifies as artificial intelligence, then please direct your questions to your instructor. For this class, the use of AI is NOT permitted.

**Use of Turn-It-In for Ensuring Academic Integrity**

**Turnitin (<https://www.turnitin.com/>):** In order to help students learn proper composition skills and to promote academic honesty, this class may use the services provided by Turnitin (hereinafter, the “Service”). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students’ work will be investigated and the student is subject to discipline according to policy.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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Updated 07/18/2023



## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 2542998122 Room  
319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

### **Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

[https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.