



Course Syllabus

BA 583 Procurement Management
Western Kentucky University
Gordon Ford College of Business
Master of Business Administration Program
100% asynchronous online course
Spring BT1, 2023
Revision: 01/19/2024

Course Description

Examines procurement processes and decision-making frameworks. Topics addressed include: inter-dependencies with other corporate functions; purchasing cycles; development of material and technical specifications; supplier selection, relationship management, and evaluation, supplier quality management and improvement activities; capital goods and services purchases; global sourcing; and procurement tools and analytics.

Learning Outcomes

- Recognize the importance of Purchasing and Supply Chain Management in global business operations, including the impact on competitiveness, profitability and sustainability.
- Understand the procurement function in the supply chain design for an organization, including best practices and data-based decision making when managing sourcing, logistics, inventory management and total cost of ownership (TCO).
- Be sensitized to the interrelationships with other corporate functions, including Accounting, Finance, Sales, Quality Assurance, Design Engineering and Operations.
- Understand strategic supplier management, including selection, contract negotiations, relationship building, supplier quality assurance, evaluation, and continuous improvement activities.
- Recognize the legal and ethical implications of the procurement role. Apply the latest research and developments in the procurement field to real-time issues, challenges, opportunities, and decisions faced by Purchasing professionals.

•Textbook / Resources

Hardcover:

Monczka, Handfield, Guinipio, Patterson Purchasing and Supply Chain Management 7th Edition

Online Edition:

<https://www.cengage.com/c/purchasing-supply-chain-management-7e-monczka/9780357442142/>

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•Plagiarism and Academic Integrity

To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

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The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature.

The Faculty Syllabus, or Handbook may permit a faculty member to fail a student on the assignment or the entire class. Cases of academic dishonesty may be referred to The Office of Student Conduct for review and additional action. Faculty or reporting staff should meet with the offending student; inform them of the violation; and make them aware that they have been referred to The Office of Student Conduct prior to submission of your report and/or the start of the student conduct proceedings.

<https://www.wku.edu/handbook/academic-dishonesty.php>

Artificial Intelligence (AI) Usage

In general, I expect that the work you submit in this class will be your own and you are not authorized to use artificial intelligence (AI) tools such as (*ChatGPT, Dall-e*). However, there will be specific assignments or activities in which we will utilize these tools to enhance your learning experience. In these instances, you will be provided with additional information about the assignment and how AI will be employed and cited. Again, unless permission is granted, you are expected to complete assignments without substantive assistance from others, including AI tools.

<https://www.wku.edu/syllabusinfo/>

Inclusion Statement

Western Kentucky University (WKU) is committed to ensuring all members of our campus community have access to equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and

evolving communities. Consistent with our campus purpose statement and creed, this classroom will be a respectful space, welcoming all sexes, races, ages, national origins, ethnicity, gender identities/labels/expressions, intellectual and physical abilities, sexual orientations, faith/non-faith perspectives, income levels and socioeconomic classes, political ideologies, educational backgrounds, primary languages, family statuses, military experiences, cognitive styles, and communication styles. If at any time during this course you are excluded or feel a sense of alienation from the course content, please feel free to contact me privately without fear of reprisal.

<https://www.wku.edu/syllabusinfo/>

Discrimination and Harassment Policy

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Sex and Gender-Based Discrimination, Harassment, and Retaliation (#0.070) and Discrimination and Harassment Policy (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigators or Michael Crowe, 270-745-5429. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

<https://www.wku.edu/syllabusinfo/>

•ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at: sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

<https://www.wku.edu/syllabusinfo/>

•Title IX Misconduct/Assault Statement

Members of the WKU community, in addition to guests and visitors, have the right to be free from sexual misconduct and sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This policy is intended to establish a mechanism for determining when such conduct constitutes a violation of this policy.

When addressing student complaints, WKU reserves the right to take whatever measures it deems necessary to respond to an allegation of sexual misconduct/violence in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the

local police. Not all forms of sexual misconduct will be deemed as serious offenses, and the University reserves the right to impose different sanctions, ranging from a verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and person accused of sexual misconduct.

<https://www.wku.edu/eeo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf>

Regular and Substantive Interaction in Online and Distance Learning

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the Regular and Substantive Interaction in Online and Distance Learning web page:

<https://www.wku.edu/citl/rsi.php>

In this course, regular and substantive interaction will take place in the following ways:

- Weekly interactive web meetings in which instructor or a guest speaker will initiate
- discussions, present information, and respond to student questions.
- Direct communication between instructor and student through WKU e-mail account and / or,
- audio communication devices.
- Faculty participation in weekly discussion boards.
- Weekly announcements
- Timely and detailed feedback on assignments provided within one week of submission.

<https://www.wku.edu/syllabusinfo/>

•Grading

Assignment	Points Each	Instances	Points Possible
Case Study:	30	1	30
Discussion	5	5	25
Board / Activity:			
Final Project:	45	1	45
		Total:	100

•Grading Scale

Score	Grade
89.6-100	A
79.6-89.5	B
69.6-79.5	C
59.6 - 69.5	D
<59.6	F

Extra Credit Opportunities

Students may earn up to 10 points additional as bonus points. Each of the below activities is worth 5 points each.

1. Join the Institute for Supply Chain Management (ISM) as a student member. (See Blackboard announcements for details) You will need to e-mail me a copy of your receipt to secure the extra credit. The deadline for taking advantage of this opportunity is Friday, February 23rd, 2024.
2. Attend a web training seminar sponsored by Nashville Chapter of ISM. Quarterly risk update will be presented online on January 18th, 2024, 12:00 PM – 01:00 PM central dst.
3. Join the executive leaders from ISM and Resilinc as they come together as part of a quarterly series to discuss the latest and emerging risks & disruptions impacting global supply chains. ISM CEO Tom Derry and Resilinc CEO Bindiya Vakil will also provide insights based on respective data and research from both organizations. There is no cost to join once membership dues are paid. Students may submit a screenshot of the end of the virtual meeting as evidence of attendance.
4. Join the Association for Supply Chain Management (ASCM) as a student member. (See Blackboard announcements for details) You will need to e-mail me a copy of your receipt to secure the extra credit by Friday, February 23rd, 2024.
5. Attend the USPTO Patent Bootcamp January 18. (See Blackboard announcements for details) <https://www.kyipa.org/event-details/uspto-trademark-bootcamp>

Course Schedule

Activity	Date	Contents
Welcome & Overview & Chapters 1-3	01/17/2024 - 01/21/2024 Opens 6:00 AM Closes 11:59 PM	Getting Started: Welcome Review Course Objectives & Outline Introduction to Final Project Course Insights: Chapter 1: Introduction to Purchasing & Supply Chain Management Chapter 2: The Purchasing Process Chapter 3: Purchasing Policies & Procedures
Discussion Board / Activity	Due 01/21/2024 11:59 PM Central US Time	An examination of industry trends for Purchasing professionals, the perceived threats & opportunities versus your professional / personal assessment of your strengths, weaknesses & perceived opportunities. (Review posted content before attempting this activity)
Chapters 4 - 7	1/22/2024 - 1/28/2024 Opens 6:00 AM Closes 11:59 PM	Course Insights: Chapter 4: Supply Management Integration for Competitive Advantage Chapter 5: Purchasing & Supply Management Organization Chapter 6: Category Strategy Development Chapter 7: Supplier Selection & Evaluation
Deadline	1/26/2024	Each Student will announce & receive approval for The Professional Profile Final Presentation
Discussion Board / Activity	Due 01/28/2024 11:59 PM Central US Time	Global commodity risk management.
Chapters 8-10	1/29/2024 - 2/04/2024 Opens 6:00 AM Closes 11:59 PM	Course Insights: Chapter 8: Supplier Quality Management Chapter 9: Supplier Management & Development Chapter 10: Global Sourcing
Discussion Board / Activity	1/30/2024 - 2/01/2024 Opens 6:00 AM Closes 11:59 PM	Guest collaborator Hansel Ramenthal, Commercial Manager, Ascend Performance Materials, will present the global footprint of this highly respected, value creating, environmental leading global chemical company.
Deadline	2/4/2024 Closes 10:00 PM	Case Study Due
Chapters 11-13	2/05/2024 - 2/11/2024 Opens 6:00 AM Closes 11:59 PM	Course Insights: Chapter 11: Strategic Cost Management Chapter 12: Purchasing & Supply Chain Management: Tools & Techniques Chapter 13: Negotiation & Conflict Management
Discussion Board / Activity	02/06/2024 - 02/08/2024 Opens 6:00 AM Closes 11:59 PM Central US Time	Metalsa Purchasing Manager Mr. John P. Hoffman will facilitate a special discussion board.
Chapters 14-16	02/12/2024 - 02/18/2024	Course Insights: Chapter 14: Contract Management Chapter 15: Purchasing Law & Ethics Chapter 16: Lean Supply Chain Management
Due Date	2/14/2024	Case study concept approval & delivery date decided
Discussion Board / Activity	02/13/2024 - 02/15/2024 Opens 6:00 AM Closes 11:59 PM Central US Time	What strategies are used by world-class organizations to transparently identify the complete bill of material back to the original earth source?
Chapters 17-19	02/20/2024 - 02/26/2024	Course Insights: Chapter 18: Supply Chain Information Systems & Electronic Sourcing Chapter 19: Supplier Measurement & Evaluation Chapter 19: Supplier Measurement & Evaluation
Discussion Board / Activity	Due 02/21/2024 - 02/23/2024 Opens 06:00 AM Closes 11:59 PM	"What are current industry concerns about AI being used in purchasing & supply chain management?"
Final Project	02/29/2024 - 03/01/2024 **Specific Schedule will be posted.	Final Project Presentations

