# SYLLABUS:

# ML3380: LOGISTICS MANAGEMENT
## TERM: SP 2019, SESSION 1 - REGIONALS
## TH 5:30 TO 6:50 PM - JAN 10, JAN 24, FEB 21

## Instructor

Instructor: Dr. Terry L. Esper
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Phone number: 614-292-2610
Office: Fisher 550
Office hours: F - 10:00 AM to 12:00 PM (and by appointment)

## TAs for the Course

Mr. Ross Arasim
Office: Fisher 050
Office hours: M – 4:30 PM to 6:30 PM, T – 12:30 PM to 2:30 PM, Th – 4:00 PM to 5:00 PM
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Ms. Lily Chen
Office: Fisher 050
Office hours: MW – 5:00 PM to 7:00 PM, TTh – 5:30 PM to 7:30 PM, F – 11:30 AM to 1:30 PM
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## Course description

This course focuses on the concepts and methods used to plan and manage logistics activities in a business environment. Students will gain an understanding of the components of logistics management and the tradeoffs required to manage the integrated flow and storage of goods through the supply chain.

## Course mission

The mission of this course is to bring logistics to life through dialogue, active learning and informed decision-making and to ultimately inspire Fisher students to appreciate why logistics matters to their world, their work, and their daily lives.

## Course guiding question

How should the flow and storage of goods through a supply chain be managed to achieve organizational goals?

## Course learning outcomes

By the end of this course, students should be able to:

- *identify key terms, activities and issues that are part of logistics.*
- *explain how the various logistics activities interact and affect each other.*
- *appropriately select and utilize mathematical tools/techniques to calculate potential solutions to common logistics issues.*
- *differentiate between logistics and other functional areas.*
- *differentiate between logistics and supply chain management.*
- *differentiate between various logistics-related alternatives.*
- *compare, contrast and ultimately choose between various logistics-related alternatives based on organizational goals.*

## Course materials

Required Electronic Textbook:

Ellram, Lisa, Stanley E. Fawcett, Thomas J. Goldsby, Christian Hofer, and Dale Rogers (2017), *Logistics Management: Enhancing Competitiveness and Customer Value*.

**Student Instructions for Accessing Course Text and Support Materials**

1. Copy and paste the following link into your internet browser: **https://myeducator.com/s/1kU3wXmL201/**
2. Click on the "Checkout" button. Payment information will be needed.
3. You will be asked to create an account with MyEducator if you do not already have one. If you already have an account, please just log in.

Once your account is created and payment is made, you will be directed to the course material.

## Course reading and assignment schedule

Week 1: What is Logistics Management? – eBook Topic 1
Week 2: Delivering to Customer Needs – eBook Topics 2 & 3
Week 3: Logistics Systems Design & Risk Management – eBook Topic 3
Week 4: Order Management – eBook Topic 6
Week 5: Transportation – eBook Topic 7
Week 6: Inventory – eBook Topic 8
Week 7: Warehousing and DCs – eBook Topic 10

Additional readings may be posted to the CANVAS site for the course or a weblink will be provided, when available. These additions will be noted in class and via e-mail. Also, ALL LECTURE AND SUPPLEMENTARY LECTURE VIDOES will posted to CANVAS on a regular basis. These videos will be particularly important in the event of class cancellations or should the university close for inclement weather. *Additional extra-credit assignments may be available and will be announced accordingly*.

## Exam and Quizzes

**There will be one in-class exam (On Jan 24), which will cover the first few weeks of content. There will also be two Quizzes that will be completed on CANVAS and must be completed during the prescribed times. The time allotment will be announced at the CANVAS site and via e-mail.** Should you miss a given quiz, this quiz opportunity will be lost.

## Final Exam

**The Final Exam will be completed in-class. The date and time is TBA.** You must complete the exam in your assigned class section on each date.

## Grading and assignments

| **Components** | **Points** | **% of Total** |
|---|---|---|
| Online Quizzes (2 @ 30 pts) | 60 | 20% |
| Exam 1 | 90 | 30% |
| Final Exam | 150 | 50% |
| **Total** | **300** | **100%** |

## Late assignments

No late assignments will be accepted without prior approval from the instructor.

## Grading scale

The grading scale is guaranteed. You will receive no less than the grade listed within the appropriate interval based on your performance on the course assignments.

| Grade | Numeric Range |
|---|---|
| A | 276-300 points |
| A- | 270-275 points |
| B+ | 264-269 points |
| B | 246-263 points |
| B- | 240-245 points |
| C+ | 234-239 points |
| C | 216-233 points |
| C- | 210-215 points |
| D+ | 204-209 points |
| D | 186-203 points |
| D- | 180-185 points |
| E | 179 points & below |

## Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at https://ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** http://ocio.osu.edu/selfservice
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

### Technology skills necessary for this specific course

- Basic computer and web-browsing skills
- Navigating Carmen (Canvas)
- CarmenConnect text, audio, and video chat
- Recording, editing, and uploading video

### Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed
- Microphone: built-in laptop or tablet mic or external microphone

## External Resources

There are several ways in which you can enhance your experience in the course. In particular, involvement with the professional organizations focused on logistics-related activities can provide a valuable way to learn more about the topic.
Professional Logistics-related Meetings:

- The Logistics Association (TLA). TLA meets weekly during the semester (Meetings are free!). For information on meeting dates, times and locations you can reference the TLA website at: http://www.osutla.com.

- Council of Supply Chain Management Professionals (CSCMP) Columbus Roundtable. For more information on meeting dates, times, and locations be sure to visit the CSCMP website at: http://www.columbusroundtable.org.

## Discussion and communication guidelines

The following are my expectations of how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and can disagree amicably. Remember that sarcasm doesn't always come across favorably online.
- **Citing your sources**: When we have academic discussions, please cite your sources in support of what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
- **Backing up your work**: Consider composing your academic posts in a word processor, where you can save your work, and then copy into the Carmen discussion.
- **More about Participation:** Make sure that you are making your presence known through positive class contributions. Behavior detrimental to class discussion and

progress (e.g. talking, making noise, sleeping, newspaper reading, ...) will result in disqualification from a quiz opportunity. It is of particular importance that we show proper respect for visitors (e.g., guest speakers) to the class.

# Academic integrity

- **Quizzes and Exams**: You must complete all graded quizzes, extra-credit assignments and the final exam **yourself**, without any external help or communication from **anyone**. EBook quizzes are included as course engagement and self-assessment activities and are encouraged as a means of facilitating dialogue with class colleagues.
- **Written assignments**: Any written submissions, including discussion posts, should be your own original work. In formal assignments, you should cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
- **Reusing past work**: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.
- **Falsifying research or results**: Any research you conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.
- **Collaboration and informal peer-review**: While study groups and peer-review of any written projects is encouraged, remember that comparing answers on an exam or assignment is not permitted. If you're unsure about a particular situation, please feel free just to ask ahead of time.

## Ohio State's academic integrity policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's *Code of Student Conduct*, and that students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct,

so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.
If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages (COAM Home)
- *Ten Suggestions for Preserving Academic Integrity (Ten Suggestions)*
- *Eight Cardinal Rules of Academic Integrity* (www.northwestern.edu/uacc/8cards.htm)

# Accessibility accommodations for students with disabilities

## Trigger Warning

Some contents of this course may involve media that may be triggering to some students due to descriptions of and/or scenes depicting acts of violence, acts of war, or sexual violence and its aftermath. If needed, please take care of yourself while watching/reading this material (leaving classroom to take a water/bathroom break, debriefing with a friend, contacting a Sexual Violence Support Coordinator at 614-292-1111, or Counseling and Consultation Services at 614-292-5766, and contacting the instructor if needed). Expectations are that we all will be respectful of our classmates while viewing this media and that we will create a safe space for each other. Failure to show respect for each other may result in dismissal from the class.

## Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu.

## Requesting accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Student Life Disability Services at 614-292-3307 or ods@osu.edu to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University.
Go to http://ods.osu.edu for more information.

## Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations from your instructor.

- Carmen (Desire2Learn) accessibility
- Streaming audio and video
- Synchronous course tools