



Dunlap-Stone University

Course Syllabus

TRD-540

Management of Trade Compliance

Credit Hours 4

Course Length 8 weeks

Course Description This course explores the role and obligations of those held responsible for regulatory trade compliance, including forming agreements that meet regulatory agency requirements. It examines the role and responsibilities compliance effort with regulatory authorities, known as the Empowered Official (EO), as well as the unique opportunities presented to the EO and his/her company by various agreements-- Technical Assistance Agreements (TAAs), Manufacturing License Agreements (MLAs), and Warehousing and Distribution Agreements (WDAs)-- under the International Traffic in Arms Regulations.

Course Outcomes By the end of this course, students will be able to:

- TRD-540-1 Analyze the legal, organizational, and ethical responsibilities of individuals tasked with managing trade compliance, particularly the Empowered Official (EO), under the International Traffic in Arms Regulations (ITAR).
- TRD-540-2 Evaluate the strategic role of Technical Assistance Agreements (TAAs), Manufacturing License Agreements (MLAs), and Warehousing and Distribution Agreements (WDAs) in facilitating lawful international trade of defense articles and services.
- TRD-540-3 Develop compliant agreement packages, including supporting documentation, using the regulatory requirements outlined in 22 CFR §§120–130, with attention to internal controls, timelines, and risk mitigation.
- TRD-540-4 Assess the operational and reputational risks associated with non-compliance in agreement management and the systemic challenges faced by trade compliance officers and Empowered Officials.
- TRD-540-5 Design a systems-based trade compliance strategy that integrates agreement management, internal compliance procedures, and coordination with regulatory authorities.

Prerequisites Program acceptance.

Required Materials	All materials are posted in the classroom.		
Syllabus Acknowledgment Statement	Students are responsible for reading and understanding the syllabus. Continued participation in the course implies agreement to abide by the expectations, timelines, and academic integrity standards outlined herein.		
Learning Resources	<p>Students should utilize library resources provided on the syllabus page of their course.</p> <p>Links</p> <ul style="list-style-type: none"> ◦ Course Correction Form ◦ Course Syllabus ◦ Library Resources <p>Alternately, from your home screen, visit HOME → LINKS → LIBRARY RESOURCES</p>		
Course Format	Each week in the course begins on Thursday and runs through Wednesday. Each new week's material will open on Wednesday at midnight. Please complete all of the required activities within the week. Late submissions may have deductions or may not be accepted.		
Grading Scale	92-100 A	79-81 B-	65-68 D+
	89-91 A-	75-78 C+	62-64 D
	85-88 B+	72-74 C	<62 F
	82-84 B	69-71 C-	
Grading Criteria	<p>Grades in this course are based on the quality, completeness, and clarity of your work in relation to the assignment instructions and stated learning outcomes. Each assignment is evaluated using a grading guide or rubric that outlines expectations for content, analysis, structure, and engagement with course materials. These are posted with each assignment.</p> <p>How Your Work Is Evaluated</p> <p>In general, you will earn full credit when your work:</p> <ul style="list-style-type: none"> • Directly addresses all parts of the assignment prompt • Demonstrates critical thinking and a clear understanding of course materials • Is well-organized, clearly written, and free of significant grammar or spelling errors • Properly cites sources when appropriate <p>Points may be deducted for:</p> <ul style="list-style-type: none"> • Incomplete or off-topic responses • Failure to apply course concepts or reference materials • Weak organization, unclear writing, or frequent mechanical errors • Missing components, such as citations or required sections <p>Grades for each assignment are posted in the online gradebook. Review grading rubrics before you begin each assignment and again before submission. Be sure to save a copy of all submissions and review returned feedback carefully.</p>		
Instructor Expectations	<p>Faculty members may post additional materials, requirements or make changes to this syllabus. Please contact your instructor with questions about specific criteria.</p>		

Learning Environment	This course is delivered fully online using distance education best practices. Students are expected to actively engage with their peers and instructor at least five (5) days each week. All courses are offered in English to students who meet the minimum entrance requirements and meet any published prerequisite requirements or program admission.
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Technical Support	The classroom is accessed through the Populi platform. Technical support is available during business hours by calling 602.648.5750. Additional tutorials are available here .
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Discussion and Participation	Active participation is essential to your success in this course and is a core component of Dunlap-Stone University's online learning model. All students are expected to engage meaningfully in weekly discussions to demonstrate their understanding of course concepts, apply critical thinking, and interact respectfully with peers and faculty.
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Weekly Discussion Requirements

To earn full credit each week, you must complete:

- Direct Response Posts (4 total)
 - Respond directly to the weekly discussion prompts.
 - Submit one discussion question post per day, on at least four separate days of the week.
 - Each response should demonstrate thoughtful engagement and cite assigned readings or relevant external sources as appropriate.
- Participation/Peer Responses (5 total)
 - Reply meaningfully to posts made by classmates or the instructor.
 - Submit one peer response per day, on at least five separate days of the week.
 - Responses should advance the conversation by asking questions, offering new perspectives, or connecting to course materials.

Minimum total posts per week: 9

Minimum days of participation per week: 5

What Counts as a Substantive Post?

A substantive post should:

- Be at least 100–150 words
- Refer to course readings, lectures, or external resources
- Offer analysis, reflection, or application (not just agreement or summary)
- Use respectful, academic language

Participation Tips

- Spread your posts out throughout the week to meet the minimum day requirement.
- Log in early in the week to read discussion prompts and plan your responses.
- Review your classmates' contributions and refer back to previous posts in your replies.
- If you're unsure what to post, ask a question, connect with your own experience, or cite the lecture or textbook.

Late or Incomplete Participation

- Posts submitted after the weekly deadline may not be eligible for full credit.
- Failure to meet the minimum number of posts or days may result in a deduction.
- If you experience an emergency, contact your instructor or advising team as soon as possible.

Academic Integrity &	Dunlap-Stone University is committed to upholding the highest standards of academic integrity. As a student, you are expected to complete your own work, cite all sources accurately, and maintain honesty in all academic interactions. Academic integrity is not only a core institutional value—it is
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**Student Identity
Verification**

essential to your credibility and success as a professional. Carefully review the [Academic Integrity Policy](#).

What Violates Academic Integrity?

Examples of academic dishonesty include (but are not limited to):

- Submitting work that is not your own, including assignments generated by AI or purchased from third parties
- Copying or paraphrasing another source without proper citation
- Using unauthorized assistance on quizzes or exams
- Falsifying data, citations, or academic records
- Submitting the same work in more than one course without prior approval

Your Responsibilities

By accessing the online classroom using your unique login credentials, you affirm that:

- You are the individual enrolled in the course
- All submitted work is your own, unless collaboration is explicitly permitted
- You will uphold DSU's academic integrity standards throughout your studies

Students are encouraged to review and apply proper citation practices, ask questions if unsure, and seek support early to avoid unintentional violations.

Consequences

Violations of academic integrity are taken seriously and may result in:

- A reduced grade or zero on the assignment
- Failing the course
- Academic probation or dismissal from the university

All violations are documented and reviewed according to DSU's official policy.

**Intellectual
Property Notice**

Unless otherwise noted, materials within the classroom belong to the noted copyright holder. There is no expectation of privacy or ownership of the posting of the students or faculty members. Please use good judgment when posting within the classroom. In some courses, you may wish to carefully consider what information you choose to disclose about your organization or your organization's activities. Contact your organization's legal representation for more information about your company's intellectual property and disclosure rules. Refer to the catalog for more information about the expectations of student behavior.

**Study
Suggestions and
Estimated Time to
Complete Work**

Depending on the level of this course and the number of credit hours assigned for this course, the estimated time to complete work varies. Each credit hour assigned in this course has been designed to represent 15 hours of direct engagement with course materials and 30 hours of preparation. This course is four credit hours in length and therefore represents 60 hours of engagement and 120 hours of preparation. **In a four-credit hour 8 week course, you should spend about 7.5 hours working in the classroom and about 15 hours in preparation.** You may need more or less time to complete this course.

Preparation can be classified in a number of ways. Reading assignments are based on the number of pages you are expected to read each week and the level of complexity of those reading materials (whether they contain a large number of technical terms or difficult concepts). Written assignments are generally based upon the number of pages you are expected to produce as noted in the assignment description. Studying for exams is estimated by the number of hours you would be expected to spend reviewing materials.

Direct engagement includes reviewing websites, posting and participating in discussion forums, reading materials, listening to audio content, and taking exams.

Please carefully review the following information. Please reach out to your advisor or faculty member with any questions.

[Classroom Navigation Video](#)

Week 1: Review this syllabus thoroughly and make sure you understand the course expectations and how to navigate the classroom. Note the course learning outcomes and the link to Library services. Additional supplementary materials may be posted in this section.

Dashboard

Syllabus

Review the week's lesson:

Lessons

Post a brief introduction and biographical information introducing yourself to your peers and instructor.

Module 1 > Class Welcomes and Bios



Please Post Your Introduction Here

Weekly:

You may wish to review your personal and professional obligations each week and designate what times you can schedule to complete the week's coursework.

Review the weekly overview, reading assignments and lecture. for the week and plan your activities for the week.

☒ [Week 1 Overview](#)

☒ [Week 1 Reading](#)

☒ [Week 1 Lecture](#)

Read the lecture, textbook, and supplemental materials. Review the required and supplemental readings for the week. This may include a textbook, articles, videos, additional documents, a lecture, etc. Confirm that you have all of the assigned readings and can access any supplemental materials noted.

☒ [Week 1 Discussion](#)

Participate in discussion forums. To meet the discussion question and participation requirements for this course, you should answer the designated number of questions completely, referencing your reading whenever possible. Be sure to read each of your classmates' post, commenting meaningfully whenever possible and review your instructor's posts within the discussion questions as well. This is an opportunity to bring in your experiences and demonstrate your understanding of the course materials.

Completing and submitting assignments. Assignments are submitted through the Moodle assignment description.

☒ [Week 1 Assignment](#)

Before submitting your assignment, carefully review the assignment and any rubrics that are included for grading. Read through your submission carefully, checking for errors in grammar or spelling and to ensure that the content fully addresses the assignment. Give yourself extra time for a thorough review. Most assignments are due no later than midnight on Wednesday at the end of each week.

Complete the end of course survey in your final week.

**Learning
Outcomes
Alignment**

RTC-1 Prepared to work in industry, government, and a wide range of other settings in administrative and management roles, overseeing all aspects of the export and import of regulated goods and services.

RTC-2 Demonstrate mastery of the major components, relationships, and terminology associated with the regulatory trade compliance industry.

RTC-3 Possess the regulatory knowledge needed to effectively trade compliance activities in a wide variety of settings.

RTC-4 Apply critical thinking and analysis skills across regulatory settings, demonstrating ethical decision making.

RTC-5 Utilize legal precepts, regulations and best practices to demonstrate competency in maintaining regulatory compliance.

**Important
Policies**

- [Academic Integrity Policy](#)
 - [Student Code of Conduct](#)
 - [Student Bill of Rights](#)
 - [Student Complaint and Grievance Policy](#)
 - [Accessibility and ADA Accommodations Policy](#)
 - [Non-Discrimination and Title IX Policy](#)
 - [Student Records and Privacy \(FERPA\) Policy](#)
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**DSU Contact
Information**

Dunlap-Stone University
16165 N 83rd Ave, Ste 200
Peoria AZ 85382

602.648.5750
info@dunlap-stone.edu
www.dunlap-stone.edu

Course Matrix

Week 1

TRD-540-1a: Define the legal and organizational role of the Empowered Official (EO) within the ITAR regulatory framework.

TRD-540-1b: Identify and describe the core components of the International Traffic in Arms Regulations (ITAR), including scope and jurisdiction.

TRD-540-1c: Analyze the ethical responsibilities and practical authority delegated to the EO by a registered U.S. defense company.

TRD-540-1d: Examine the compliance systems and institutional structures that support empowered officials in managing trade compliance.

Read lecture and assigned readings
Participation (5 points)
Discussion Questions (4 points)
Assignments (15 points)

24 points

Week 2

TRD-540-2a: Identify and describe the statutory authority for ITAR under the Arms Export Control Act (AECA).

Read lecture and assigned readings
Participation (5 points)
Discussion Questions (4 points)
Assignments (15 points)

24 points

TRD-540-2b: Differentiate between ITAR, EAR, and other relevant U.S. export control regimes.

TRD-540-2c: Analyze the roles of key U.S. regulatory agencies involved in export controls and enforcement.

TRD-540-2d: Evaluate the importance of understanding overlapping jurisdictions in trade compliance strategy.

Week 3

TRD-540-3a: Interpret the structure and function of the United States Munitions List (USML) under 22 CFR Part 121.

TRD-540-3b: Explain the purpose and requirements for registration with DDTC under Part 122.

TRD-540-3c: Describe the types of ITAR licenses and when each is required under Part 123.

TRD-540-3d: Identify how product classification and licensing requirements influence agreement development under Part 124.

TRD-540-3e: Analyze the interdependence between product classification, registration, licensing, and the structure of Technical Assistance and Manufacturing License Agreements.

Read lecture and assigned readings
Participation (5 points)
Discussion Questions (4 points)
Assignments (15 points)

24 points

Week 4

TRD-540-4a: Define and distinguish between TAAs, MLAs, and WDAs under 22 CFR Part 124.

TRD-540-4b: Explain when an agreement is required in lieu of or in addition to a license under ITAR.

TRD-540-4c: Analyze the key elements, clauses, and approval requirements of ITAR agreements.

TRD-540-4d: Evaluate the responsibilities of the Empowered Official in drafting, submitting, and managing ITAR agreements.

TRD-540-4e: Identify common compliance risks associated with poorly structured or mismanaged ITAR agreements.

Read lecture and assigned readings
Participation (5 points)
Discussion Questions (4 points)
Assignments (15 points)

24 points

Week 5

TRD-540-5a: Identify key elements of an effective Internal Compliance Program (ICP) as outlined in ITAR guidance and industry best practices.

TRD-540-5b: Evaluate the Empowered Official's role in overseeing internal controls related to ITAR-regulated activities and agreements.

TRD-540-5c: Assess organizational risk related to technical data transfer, recordkeeping, training, and third-party engagement.

TRD-540-5d: Develop strategies for monitoring, auditing, and correcting deficiencies in trade compliance systems.

Read lecture and assigned readings
Participation (5 points)
Discussion Questions (4 points)
Assignments (15 points)

24 points

	TRD-540-5e: Recommend practical improvements to support a culture of compliance and reduce the likelihood of violations.		
Week 6	<p>TRD-540-6a: Explain the full agreement lifecycle from initial drafting to termination under 22 CFR Part 124.</p> <p>TRD-540-6b: Describe the technical and procedural steps required for preparing and submitting a TAA, MLA, or WDA to DDTC.</p> <p>TRD-540-6c: Analyze the EO's responsibilities in managing amendments, provisos, renewals, and recordkeeping for active agreements.</p> <p>TRD-540-6d: Evaluate internal coordination and documentation strategies that support agreement compliance and audit readiness.</p> <p>TRD-540-6e: Recommend best practices for agreement lifecycle monitoring and proactive compliance intervention.</p>	<p>Read lecture and assigned readings</p> <p>Participation (5 points)</p> <p>Discussion Questions (4 points)</p> <p>Assignments (15 points)</p>	24 points
Week 7	<p>TRD-540-7a: Identify the circumstances that require amendments to TAAs, MLAs, and WDAs under 22 CFR §124.</p> <p>TRD-540-7b: Explain the process for submitting agreement amendments, including timelines and documentation.</p> <p>TRD-540-7c: Assess potential compliance violations involving agreements and determine when a Voluntary Disclosure is warranted.</p> <p>TRD-540-7d: Evaluate the risks, benefits, and procedures of filing a Voluntary Disclosure under ITAR §127.12.</p> <p>TRD-540-7e: Recommend internal monitoring and response strategies for identifying and addressing agreement-related noncompliance.</p>	<p>Read lecture and assigned readings</p> <p>Participation (5 points)</p> <p>Discussion Questions (4 points)</p> <p>Assignments (15 points)</p>	24 points
Week 8	<p>TRD-540-8a: Evaluate the role of the Empowered Official (EO) in aligning trade compliance with broader organizational strategy.</p> <p>TRD-540-8b: Analyze organizational structures and systems that support effective, sustainable trade compliance.</p> <p>TRD-540-8c: Recommend best practices for fostering a culture of compliance through training, leadership, and cross-functional collaboration.</p> <p>TRD-540-8d: Synthesize course concepts into a comprehensive compliance plan that reflects real-world challenges and regulatory requirements.</p>	<p>Read lecture and assigned readings</p> <p>Participation (5 points)</p> <p>Discussion Questions (4 points)</p> <p>Assignments (25 points)</p>	34 points