AUSTIN COMMUNITY COLLEGE
IBUS 1341 Global Supply Chain Management
Master Syllabus

INSTRUCTOR INFORMATION

- Name _____
- Voice & Text _____
- eMail _____
- Office _____
- Virtual office hours _____

COURSE DESCRIPTION

Credit Hours: 3
Online Contact Hours per Week: 3

COURSE RATIONALE, STUDENT LEARNING OUTCOMES

International purchasing or sourcing. Includes the advantages and the barriers of purchasing internationally, global sourcing, procurement technology, and purchasing processes. Emphasizes issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics.

The goals and objectives of this course prepare students to (1) understand the elements of purchasing, sourcing materials internationally, and supply chain management, (2) achieve job advancement, and/or (3) fulfill personal goals.

Learning outcomes include international purchasing and sourcing issues; completing a project in sourcing specific items; and utilizing technical factors such as exchange rates, channels of distribution, or customs regulations to resolve problems.

PREREQUISITES

Working knowledge of computers, email, and the internet.

REQUIRED TEXTS / MATERIALS / SOFTWARE

- Global Logistics and Supply Chain Management, John Mangan, Wiley Publishing, 4th edition
- If cost is an issue, 3rd edition is also acceptable. However, the material in chapters and the organization of the textbook may have changed.
- ISBN:

INSTRUCTIONAL METHODOLOGY
This course is taught using one of the three different teaching methods described below. Select the section of this course that is taught using the teaching method you prefer.

The same materials are covered in 5, 8, 10, 12, or 16-week sections of this course. You will need to work at a faster weekly pace for the 5, 8, 10, and 12-week sections. Select the section of this course that is taught over the period of time you prefer.

Artificial Intelligence Guidelines
AI is allowed to be used in this course under the conditions listed below. Business is using AI. It is best that you become familiar with it. Most employers are going to require you to use AI to aid in your job. Introduction: The use of generative AI (GAI) is permitted in this course under certain conditions to enhance learning while maintaining academic integrity. Rationale: GAI is permitted to foster technological fluency and to leverage advanced tools for research, as long as it does not substitute for critical thinking and learning. Definition of GAI: Generative AI encompasses technologies that create content through learned patterns and data without direct human input. Usage Permissions: Permitted: GAI can be used for initial research, idea generation, and learning coding practices. It is not to be used for final submissions with no review process. Assessment: Contributions of GAI must be clearly cited and will be assessed on the student's ability to critically analyze and integrate the AI-generated content. Penalties: Misuse of GAI, including a failure to cite, will be considered a breach of academic integrity, with consequences including a failing grade for the assignment and academic review. Exceptions: Should the technology be required as an accommodation, exceptions will be made on a case-by-case basis.

PRIVACY AND SECURITY
In accordance with our dedication to privacy and security, students are advised to refrain from sharing any sensitive or personally identifiable information on GAI platforms. Given that content input into or generated by these platforms may become accessible to the platform's operators, caution is advised. Always ensure your data is clean, accurate, and does not include personal information before interacting with these technologies.

Academic Honesty
Generative AI tools, such as ChatGPT and others, are rapidly evolving technologies that have great potential in all realms of human endeavor, including teaching and learning. They also pose serious challenges, particularly with regard to academic integrity. At Austin Community College, the use of these tools in coursework, like any others, is subject to the same standards outlined in the college's Academic Integrity policy. Presenting AI-generated content as your own without proper attribution is considered a violation of academic integrity. All work you submit must reflect your own understanding and effort. If you use generative AI to help with your work, you must clearly acknowledge how and where it was used. Intellectual honesty is essential to a fair and supportive academic environment. Bias, Discrimination, and Falsehood
Students are cautioned that GAI may inadvertently produce biased or inaccurate content. It is incumbent upon the student to critically evaluate and verify the information

provided by these platforms. Relying on unverified GAI content for academic work is unacceptable and may lead to disciplinary action.

Asynchronous Online (ONL or Online)
Students will read assigned material and listen to narrated chapter presentations. Quizzes and Exams will be taken either online in Blackboard using an electronic device and internet connection or in class. The Project and Extra Credit assignments will be submitted in Blackboard.

Synchronous Online (DLS or Distance Learning)
Students will read assigned material before each virtual lecture. Students will attend lectures going to the course site in Blackboard and clicking on "Blackboard Collaborate Ultra". Quizzes and Exams will be taken online in Blackboard using an electronic device and internet connection. The Project and Extra Credit assignments will be submitted in Blackboard.

Synchronous Classroom (FTF or Face-to-Face)
Students will read assigned material before each classroom lecture. Quizzes and Exams will be taken either in the classroom or online in Blackboard using an electronic device and internet connection. The Project and Extra Credit assignments will be submitted in Blackboard.

TECHNOLOGY SUPPORT SERVICES
In response to COVID-19-related campus closures, Austin Community College now provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at *https://www.austincc.edu/coronavirus/drive-up-wifi*

Students who submit the **Student Technology Access Form** and indicate they need help accessing their online learning environment to complete their courses are eligible to check out an ACC iPad for use during the semester. You must be registered for a credit course, Adult Education, or Continuing Education course.

GRADING SYSTEM
Required Assignments

Orientation Quiz	8
16 Quizzes	192
EXAM 1	200
EXAM 2	200
EXAM 3	200
EXAM 4	200
TOTAL	1000 points

Extra Credit Assignments

Entrepreneurship Skills Assessment	20 points
Business Case # 1	20 points
Business Case # 2	20 points

Course Grade	Points from Assignments & Extra Credit
A	900 to 1000 points
B	800 to 899 points
C	700 to 799 points
D	600 to 699 points
F	Below 600 points

Orientation Quiz
Read the syllabus and course schedule and take this quiz the first week of the course in order not to be dropped from the course.

Chapter Quizzes
There are 16 quizzes. Quizzes may be taken multiple times. The highest score received will be posted in the Grade Center. Quizzes are an excellent way to practice for exams. Each quiz is worth 12 points.

Exams
Exams will be taken online from your computer. All test questions come from the assigned chapters and lectures. Exams will be timed, open-note, and open-textbook. You will be required to complete exams without assistance from other individuals. Please take exams on or before the due dates shown on the course schedule. Exams must be completed by the last day of the semester to avoid receiving a "0". Immediately contact the instructor if you are unable to complete exams due to health, personal, or other reasons.

The instructor reserves the right to require proctored online exams.

EXTRA CREDIT
Complete the Entrepreneur Readiness Assessment and write a brief commentary on what you learned for 20 extra credit points. Complete up to 2 extra credit Business Cases for 20 extra credit points each. Submit extra credit assignments through Blackboard. Contact the instructor if you have questions.

COURSE POLICIES

1) Complete the required Orientation Quiz
2) Read the textbook chapters and listen to narrated lectures.
3) Complete the Exams.
4) Complete extra credit assignments to improve your grade.
5) If you have concerns or need help please contact me immediately via email, cell phone, or text. Please include your name and course number on all communications and I will respond within 24 hours.
6) Use good test taking strategies, answering every question, reading questions carefully, eliminating wrong answers, and selecting the best answer.
7) Check ACC mail and Blackboard daily

Attendance/Class Participation
No points are awarded for attendance in an ONL section. Extra credit points are awarded for students attending DLS or FTF sections. Timely completion of work per the

course schedule is expected and students who fall behind will be contacted by the instructor.

Withdrawal Policy

It is your responsibility to ensure your name is removed from the rolls should you decide to withdraw from the class. The instructor reserves the right to drop a student should I feel it is necessary. If you withdraw, you should verify that the withdrawal is recorded before the Final Withdrawal Date. **The Final Withdrawal Date for this semester is (See the Academic Calendar for this date)**. You are strongly encouraged to keep any paperwork in case a problem arises.

You are responsible for understanding the impact that withdrawal from a course may have on your financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. You are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

Missed Exam and Late Work Policies

You will do better in the course if you complete all assignments and exams on the dates listed in the course schedule. All work must be submitted by the last day of the semester. Due to ongoing COVID-19 challenges, no points will be deducted for late work submitted after the due date in the course schedule. However, the instructor will contact you if you fall behind and grades of "0" will be given assignments and exams not completed by the last day of the course.

Incompletes

An incomplete (grade of "I") will only be given for extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Before the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed before the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.

2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.

3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.

4. Students will retain access to the course Blackboard page through the subsequent semester to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.

5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

COURSE OUTLINE/CALENDAR

Please note that schedule changes may occur during the semester. Any changes will be posted in Blackboard Announcements and sent via email.

COLLEGE POLICIES
Health & Safety Protocols

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. While some health & safety protocols are no longer mandatory, the college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit www.vaccines.gov/ to find a vaccine location near you.

- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely

available.

- If you test positive, please report it on the ACC self-reporting tool located here.
- ACC continues to welcome face masks on campus. Per CDC guidelines, face masks remain a good way to protect yourself from COVID-19. The college cannot mandate indoor masking, but is encouraging it during this spike in cases as a result of the Delta variant.
- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.
- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the everchanging situation, please go to ACC's COVID website at https://www.austincc.edu/coronavirus?ref=audiencemenu for the latest updates and guidance.

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond the campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process

Student Rights & Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition, and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. www.austincc.edu/srr

As a student of Austin Community Colleg,e you are expected to abide by the Student Standards of Conduct.
https://www.austincc.edu/students/students-rights-and-responsibilities/student-standards-of-conduct

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct**. **This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentially, please contact the District Clinical Counseling Team ,who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: https://www.austincc.edu/students/counseling . While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu.

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:
http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.

Grades for assignments and the course grade are available in 'My Grades' in Blackboard. Grades of "0" are posted one week after the completion date in the Course Schedule. Grades for late assignments are manually posted by the instructor within two weeks of completion. The previously recorded score of "0" for the late assignment is

manually changed by the instructor to the score earned by the student. The course grade at any time during the semester reflects the current grade in the course for past assignments.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at http://www.austincc.edu/emergency

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an outbreak of illness, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at http://austincc.edu/campuscarry

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment, including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at:
https://drive.google.com/file/d/1o55xINAWNvTYgI-fs-JbDyuaMFDNvAjz/view

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college- related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at:
http://www.austincc.edu/help/accmail/questions-and-answers

Use of the Testing Center

For Fall 2021, the Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

Quizzes and exams for this online course will be taken online as described in the

‘Grading’ section of this syllabus

STUDENT SUPPORT SERVICES
The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support
ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at *http://www.austincc.edu/students*. A comprehensive array of student support services is available online at:
https://www.austincc.edu/coronavirus/remote-student-support

Student Accessibility Services
Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of each semester they are enrolled, the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the legal document titled “Notice of Approved Accommodations (NAA)” from SAS.

Until the instructor receives the NAA from the student, accommodations should not be provided. Once the NAA is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student’s best interest to deliver the NAA on the first day of class.

Please contact SAS@austincc.edu for more information.

Academic Support
ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

An online tutor request can be made here:
https://de.austincc.edu/bbsupport/online-tutoring-request/

Additional tutoring information can be found here:
austincc.edu/onlinetutoring

Library Services

ACC Library Services will be offering both in-person and extensive online services for Fall 2021, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change this fall, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website: http://library.austincc.edu
- Library Information & Services during COVID-19: https://researchguides.austincc.edu/LSinfoCOVID19
- Ask a Librarian 24/7 chat and form: https://library.austincc.edu/help/ask.php
- Library Hours of Operation by Location: https://library.austincc.edu/loc/
- Email: library@austincc.edu

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at http://sites.austincc.edu/sl/.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here: https://www.centraltexasfoodbank.org/food-assistance/get-food-now
- Assistance with childcare or utility bills is available at any campus Support Center: http://www.austincc.edu/students/support-center.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: http://www.austincc.edu/SEF.
- Help with budgeting for college and family life is available through the Student Money Management Office: http://sites.austincc.edu/money/.
  A full listing of services for student parents is available at: https://www.austincc.edu/students/child-care

- The CARES Act Student Aid will help eligible students pay expenses related to COVID-19: https://www.austincc.edu/coronavirus/cares-act-student-aid.

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: http://www.austincc.edu/students/counseling .

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24-hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text "home" to 741741**
    - Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline:**1-800-950-NAMI (6264)**