



BUSI 4304
Section A
Thursday 6:05 to 8:55 PM
Room RB 3202
Procurement and Contracting
Winter 2015

Professor: Mike Horricks

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Office: Held in RB 3202 prior to class

Office hours: Held before class 5:30 to 6:00 PM

COURSE MATERIALS:

Robert M. Monczka, Robert B. Handfield, Larry C. Giunipero, and James L. Patterson, 2011, Purchasing and Supply Chain Management. (5th Edition). Cengage South-Western, Mason, OH.

Various case materials available through the bookstore or on line as described

PREREQUISITES:

Third-year standing; BUSI 2301 with a C grade or higher.

COURSE OBJECTIVE

The course explores core procurement processes and strategies in the private and public sector, including sourcing, purchasing, contracting, supplier development and collaboration, relationship development and management. Emphasis will be placed on concepts, principles, practices, and techniques related to purchasing and contracting. The goal will be to provide students with the tools to develop relevant strategies applicable to the work environments given their roles as supply chain managers and members of the management team.

CLASS CONDUCT

The class time will be taken up by lecturing from the course instructor as well as case studies and exercises. Much of the time will be devoted to the discussion of concepts, cases, and problems. You are expected not only to attend class, but also to be prepared to discuss the problems and exercises on the day assigned. Active participation in class discussions is an important part of this course, and I will therefore feel free to call on anyone in the classroom at any time for analysis, comments, or problem solutions. Be sure to bring a calculator, a computer, and your textbook to class with you at all times.

ATTENDANCE AND PARTICIPATION

Attendance and Participation is integral part of this course. Participation in the class will be recorded. Failure to attend class on a regular basis may reduce your overall grade by as much as ten percent. Any absence from class should be discussed with your instructor before the class.

MARKS ALLOCATIONS: credit for the course will be based on the evaluation items outlined below. The timing of these are TBD pending class discussion on objectives and methodology

<u>Evaluation Item</u>	<u>Mark</u>
Mid Term - case assignment- Agile (Feb 26 due)	25
Final Case Assignment-Whirlpool Case (Apr 2 due)	35
Participation and attendance	20
Supplier scorecard exercise (due March 26)	10
Supply chain negotiation game (March 12)	5
Group report Supply Chain negotiation game (March 19)	5
Total	100

Midterm Case hand in

There will be a mid term small case report that will be relevant to materials covered in the course.

IN-CLASS EXERCISE

There will in-class exercises: case study and supplier evaluation scorecard. The exercise of supplier evaluation scorecard is based upon the case “strategic performance measurement of suppliers at HTC”. Students need to read the case before come to class.

SUPPLY CHAIN NEGOTIATION GAME

The supply chain negotiation game is a role-playing game where the retailer and wholesaler roles are assigned to student groups. The groups negotiate supply contracts in a number of rounds during a class period. Each group makes pricing, inventory, and ordering decision concurrently, and competes with others to achieve the highest profit.

CASE DISCUSSION

There will be case discussions. The discussion questions could be found on CULEARN. To prepare for the case presentations, you need to become the "expert" on the assigned case study. You need to read the cases thoroughly, and prepare for the discussion questions before you come to class. Attendance is required. Your performance on case study is evaluated based on your contribution to class discussion. Participation quality (thoughtfulness of comments or questions) is valued more than participation quantity (frequency of comments or questions).

INDIVIDUAL CASE STUDY

There will be one case (Navistar: supply management, case number: 9A98C020) assigned to the class for students to analyze it individually. Each student needs to independently write answers to questions for this case.

MAKE-UP TEST/EXERCISE/CASE DISCUSSION

Make-up test (without penalty to the grade) will be allowed only if you cannot attend a class and provide the instructor with a university-sanctioned excuse for your absence.

For class exercise and case discussion, the student needs to provide the instructor with a university-sanctioned excuse for your absence *before the class*. The weights of the marks will be transferred to other evaluation items. Failure to notify the instructor before the class will result in the loss of the participation mark.

COURSE SCHEDULE: The following is a general outline of material to be covered during the semester. Note: the schedule is subject to changes in response to progress and opportunities that may arise in a given semester. Therefore it is imperative for you to attend class and be aware of new developments in the course that may affect the due dates of assignments or scheduling of tests.

	Chapter	Case ¹ /exercise
January 8 , 2015	Chapter 1 -History Chapter 2- Purchasing process	
January 15, 2015	Chapter 3-Purchasing Policy Chapter 4 Supplier Integration Chapter 5 Structure	Caterpillar - Page 150 Good Practice (discussion questions)
January 22, 2015	Chapter 6-Supply Management and Commodity Strategy Development.	Case Study Format discussion
January 29, 2015	Chapter 7-Supplier Evaluation and Selection.	Case- Strategic Sourcing at Whirlpool China: Finding the Ideal Supplier (9B12D012) ²
February 5, 2015	Chapter 8- Supplier Quality Management.	Case-Agile electric: quality issues in a global supply chain (9B12D011)
February 12, 2015	Chapter 10-Worldwide Sourcing.	Case-Sherwood hockey sticks: global sourcing (9B12M003)
February 19, 2015	Winter break	
February 26, 2015	Chapter 11-Strategic Cost Management/ Pricing	Mid Term assignment due- Agile Electric case due
March 5, 2014	Chapter 13-Negotiation and Conflict Management.	In-class exam on pricing
March 12, 2014		Supply Chain negotiation game
March 19, 2014	Chapter14- Contract Management.	
March 26, 2014	Chapter 19- Performance Measurement and Evaluation.	Exercise – Supplier evaluation scorecard (Case “strategic performance measurement of suppliers at HTC” (HKU950)) due
April 2, 2014	Chapter 17-Purchasing Services.	Final Case assignment due Whirlpool China due

Note: 1. Cases could be purchased from Ivey School of Business's web site:

<https://www.iveycases.com/>

2. The number in parentheses is the case reference number

Required calculator in BUSI course examinations

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII. All marks and assessment is subject to final approval by the Deans office

Group work

The Spratt School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

All students are required to keep hard copies of all marked and returned work for verification purposes. Exams and assignments for group work will be marked by the instructor and overall content will be assessed against other students in the class.

Medical certificate

Please note that in all occasions that call for a medical certificate you must use or furnish the information demanded in the standard university form. <http://www2.carleton.ca/registrar/forms/>

Academic Accommodations for Students with Disabilities

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). After requesting accommodation from PMC, please meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam.

The deadline for examination accommodation arrangements is March 6,2015

Religious observance

Students requesting academic accommodation on the basis of religious observance should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory academic event. Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student. Students or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton's Academic Accommodation policies, or may contact an Equity Services Advisor in the Equity Services Department for assistance.

Pregnancy

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

Plagiarism

The University Senate defines plagiarism in the regulations on instructional offenses as: "to use and pass off as one's own idea or product work of another without expressly giving credit to another."

Borrowing someone else's answers, unauthorized possession of tests or answers to tests, or possession of material designed in answering exam questions, are also subject to university policy regarding instructional offences. For more information on Carleton University's Academic Integrity Policy, consult:

<http://www1.carleton.ca/studentaffairs/academic-integrity/>