



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

MGMT 3320: 601, **Supply Chain & Operations Management**,  
FALL 2024, CRN: 10813

Department of Management and Marketing, College of Business

**Course Syllabus (8-Week)**

<b>Class Modality:</b>	<b>Online Asynchronous;</b> any <u>6</u> hours within one-week
<b>Class Meeting Time and Place:</b>	Fully online. No scheduled meetings are required, OLC-A
<b>Class Duration:</b>	10/15 – 12/13
<b>Instructor:</b>	Dr. Chin-Yen Alice Liu, Office: The CoB & Library Building 341D Tel: 210-784-2331 E-Mail: Chin-Yen.Liu@tamusa.edu Student emails will receive a reply within two business days.
<b>Course Website:</b>	<a href="https://tamusa.blackboard.com/">https://tamusa.blackboard.com/</a>
<b>Office Hours:</b>	M-F 12:00 pm - 5:00 pm or by appointment

**Catalog Course Description:** A survey of lean, quality, supply chain, and other operations management guiding concepts and quantitative tools utilized to plan, design, control physical resources/business information to produce/provide goods/services from raw material supplier to end customer. Prerequisite: Admitted into the College of Business. Students who do not meet the pre-requisites must contact the instructor immediately.

**Course Objectives:** The objective of the course is to provide a basic understanding of the activities and factors affecting operational decision-making. Focusing on the practical aspects of business, this course will provide guidelines to analyze problems and find solutions by operations professionals working in a global operations and supply chain management environment.

**Prerequisites:** Admitted into the College of Business. Students who do not meet the pre-requisites must contact the instructor immediately. QMBS 2305 Business Statistics I completion is required.

**Student Learning Outcomes:**

After successful completion of this course, students will be able to:

1. Understand the analytical tools of operations and supply chain management,
2. Describe the best practices of operations and supply chain management in a globalized environment, and
3. Describe the principles of sustainability in an operations and supply chain management environment.

**Required Materials:**

- **Textbook:** *Operations and Supply Chain Management*, 17<sup>th</sup> Edition, by Robert Jacobs & Richard Chase with Connect Access **(which is included in your tuition)**.
- **Calculator:** Any type of calculator with a basic calculation function.
- **Blackboard:** Connect to <http://tamusa.blackboard.com>. You will have lecture recording, lecture handouts/notes, other supplementary materials, homework/quizzes/projects/exams, and assignments grades/comments/feedback in Blackboard. All class announcements will be through Blackboard.

Students should receive an email notification through TAMUSA email, and students should also monitor this several times a day.

- **Computer Hardware:** In order to participate in online sessions, you will need a computer with an internet connection, a microphone and speakers/headphones. To complete the class work, you will need appropriate software installed on the computer.
- **Connect:** Pre-reading SmartBook assignments, Practice Operations Modules, & Final Exam will be administered through Connect. **PLEASE REGISTER IN CONNECT ASAP.**
- **Time Expectation for coursework:** You are expected to spend 12-24 hours per week for the course. Based on the background, some student may require more time. Time spent may be longer when assignment/exams are due.

**Course Requirements every student must fulfill in order to succeed in course:**

1. Students should check the Course Calendar and Announcements in Blackboard on a regular basis.
2. Students should keep current with all course assignments, quizzes, and examinations.
3. Students should ask questions and communicate with the instructor either in class, online, off-line or during office hours.
4. For all classwork, exams, quizzes etc., if a student is completing it off-campus, then they are responsible for availability of internet connectivity. **Extensions will NOT be granted for lack of availability of internet connections.**
5. Students should remember that online and hybrid courses assume greater responsibility and independent learning skills by the student for their own learning outcomes.
6. For OCL-A (i.e. online asynchronous) courses, there will no synchronous online class sessions, but students need to watch the lecture recording and/or complete the assignments **before** the designated due date for the attendance and participation purposes. All materials will be made available through online links in Blackboard.

**Grading Policy:** The final course grade will be calculated based on your performance using the following weights:

Activity	Outcome(s) Assessed	Percentage (%) in Final Grades
1. Pre-reading Assignments: SmartBook	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, & 15	30%
2. Blackboard Discussions	1, 2, & 3	15 %
3. Practice Operations Modules	1, 2, 3, 4, & 5	30 %
4. Final Exam	1	25 %
5. Bonus	10/15 ~ 12/13	<b>3 %, which will help you when you are in the borderline.</b>

*The instructor reserves the right to adjust the student's final grade based on the overall performance.*

The final letter grades will be assigned as follows:

A = Above 90%; B = 80% – 89.9%; C = 70% – 79.9%; D = 60% – 69.9%; F = Below 60%

1. Independent learning: Your independent learning activities will include the textbook readings and may involve videos, chapter PowerPoint slides, simulations and other items. It is strongly recommended that you cover these independent learning activities before or right after the class finished. Since a significant volume of reading is involved in this course, it is essential that you do not delay completing assignments. Time constraints will prohibit class discussion of all assigned materials. You are responsible, however, for having completed all assignments. I have provided a variety of activities to enhance your learning style experience.

These activities are visual and aural, and may include some hands-on paper and pencil work, too. After a few weeks you will settle into your own pace, but please don't get behind.

2. **Artificial Intelligence (AI) Policy: Broader Use of Generative AI Permitted Within Guidelines**

Use of artificial intelligence (AI) tools, including ChatGPT, is permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations, and in your reference list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

3. **SmartBook Assignments** are given through the semester and should be taken through Blackboard and you need to complete the assignment **before 11:59pm** on the scheduled dates. SmartBook is a digital version of your textbook, which can help you ingest material effectively. It highlights the text to focus on the most impactful content that you can read at that moment in time rather than read the chapter front to back. After you finish a section, you will be asked a series of questions to identify your level of understanding of the materials you have just read. **You may take as many times as you want until you get the grade you want before the due date, and the system will record the HIGHEST score.** The purpose of the assignment is to help students anticipate the topics and prepare for class activities and brainstorming, which will help students identify what the text is about and assess the learning outcome from the materials covered from the classes so that students can be familiar with the subject.

4. **Blackboard Discussions** are given throughout the semester. Students will participate in regular online discussions, including posting and responding, **before 11:59pm** on the scheduled dates. A substantive discussion comment reflects understanding of the readings/topics and other related information. A supportive comment, such as "I agree with John" or "Yeah-that is my opinion, too," is not considered substantive. You can still make those comments but they would not count. If someone has already said what you intended to say, you will have to find something else to say. Sorry 😊. ***It is the student's responsibility to read all postings by all class members.***

5. **Practice Operations Modules** are given through the semester, and you need to complete the assignment **before 11:59pm** on the scheduled dates. Practice Operations is a simulation game designed to present players with a series of production-based scenarios, based upon specific set of learning objectives, allowing the player to practice mastery over the knowledge, skills and abilities necessary to function as an Operations Manager. The game provides an interactive, animated view of the elements of operations: production processes, supply chain management, forecasting and contracts, human resources and capacity planning, net branch, and maximizing net worth in a six- module format. **You may take as many times as you want until you get the grade you want before the due date, and the system will record the HIGHEST score. You do NOT need to complete the module within one setting. You can log in and out any time before the due date.**

6. **Final Exam** will be given online on the scheduled exam window during the semester. **You only have one attempt.** The exam will be in the **capstone Operations Module to maximize net worth.** You do NOT need to complete the exam within one setting. You can log in and out any time before the exam window ends; however, you will only have one attempt on this module. This exam should take 2 – 5 hours to complete.

7. The timing and due dates of all assigned work are described in this syllabus, and students are expected to plan their schedule so that work may be completed on time. **You MUST submit your assignments before the due date; otherwise, the system will either automatically deduct your points or may not record your grade. IF YOU WAITED UNTIL THE LAST MINUTE TO TAKE THE ASSIGNMENTS, YOU WOULD TAKE THE FULL RESPONSIBILITY FOR ANY UNEXPECTED TECHNICAL ISSUE.** For all of the late assignments, your grade will be deducted or limited to the lowest score among the class in that particular one. Excuse will **ONLY** be granted under an extra-ordinary circumstance such

**as a severe illness, a dire emergency, or an excused official university activity; however, you must provide comprehensive documentation within a few days of the missed assignments.** Due dates should be viewed as firm deadlines. Do your best on each assignment in view of your time constraints, and make sure that the assignment is submitted on time.

- 8. Participation/Attendance is required** in MGMT 3320. You are expected to read your weekly assignment and complete your weekly assignments before the due date. Classroom participation includes accessing blackboard, reading textbook, taking your online assignments, posting your discussion and comments, paying attention to all Blackboard announcements, etc. A vital part of every student's education is regular attendance of class meetings (for face-to-face/hybrid classes/online synchronous classes) or regular review of class materials posted by the instructor for asynchronous classes. Any absences tend to lower the quality of a student's work, and frequent or persistent absences may result in a failing grade. Students are responsible for the materials covered in class. The course covers a lot of material and most students find at least some parts of it difficult. Class participation is highly encouraged as it makes the class more interesting and enhances the learning experience. Students are strongly encouraged to ask questions, participate in class discussions and problem solving, and visit/contact the instructor during office hours in case of questions or concerns. Good attendance and participation will be rewarded when final grades are assigned.
- 9. Class conducts and civility code:** Everyone in class is expected to follow all rules in the student handbook, as well as common courtesy during classroom lectures and discussions in class and online, including the following:
- Attendance may be taken by an appropriate method by the instructor.
  - It is the students' responsibility to obtain and be able to use the required materials and software for this class.
  - Student must retain copies of all assignments and graded work for verification purposes and provide it to the instructor, if necessary. Keep own copies of all computer files and e-mails till final grade is received.
  - Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.
  - Using computers or phones (except for a valid urgent need) during class for a purpose not related to class is disruptive. All cell phones and gadgets should be turned OFF.
  - For any questions about the exams and assignments, a student should contact the instructor, well in advance of the day they are due, so the instructor may have enough time to provide feedback.
  - All communications will be via e-mail communications to the Texas A&M University e-mail account, and students are expected to use their school provided email account. The instructor will reply to a student e-mail messages and voice messages within 2 business days (Monday-Friday).
  - All assignment submissions must be uploaded as instructed by the due date and time. Submission window may close or marked late, even if late by one second.

**Anyone violating these policies may be subject to disciplinary actions.**

## **10. Lecture Topics**

- Introduction (1)
- Strategy (2)
- Design of Products and Services (3)
- Projects (4)
- Strategic Capacity Management (5)
- Manufacturing Processes (7)
- Service Processes (9)
- Process Design and Analysis (11)
- Quality Management (12)
- Statistical Quality Control (13)

- k. Lean Supply Chains (14)
- l. The Internet of Things and ERP (17)
- m. Forecasting (18)
- n. Sales and Operations Planning (19)
- o. Inventory Management (20)
- p. Theory of Constraints (22S)

**MGMT 3320. 601 – SUPPLY CHAIN & OPERATIONS MANAGEMENT**  
**Fall 2024 Any 6 hours within one-week CLASS ROOM: OLC-A**

Course Outline and Assignments

Week	Topics/Activities	Weekly Reading Assignment/ Research Assignment/ Quiz Due Day	Due Date
10/15	<b>Ready for the new semester</b> Introduction & Orientation Ch 2 - Strategy Ch 3 - Design of Products and Services	Bonus – Connect Orientation Bonus - SmartBook 2.0 Blackboard Discussion: # 1 (Hello and Welcome to the Class) Weekly Reading: Chapters 2 & 3 SmartBook Assignments: Chs 2 & 3	11:59pm on <b>10/20</b> (Grace period without any penalty – 11:59pm on Monday 10/21)
10/21	Ch 7 – Manufacturing Processes Ch 9 – Service Processes Ch 11 - Process Design and Analysis Practice Operations: Module 1	Weekly Reading: Chapters 7, 9, & 11 SmartBook Assignments: Chs 7, 9, & 11 Practice Operations: Module 1	11:59pm on <b>10/27</b> (Grace period without any penalty – 11:59pm on Monday 10/28)
10/28	Ch 12 – Quality Management Ch 14 - Lean Supply Chains	Weekly Reading: Chapters 12 & 14 SmartBook Assignments: Ch 12 & 14 Blackboard Discussion: # 2 (Formative Activity for Practice Operations Modules 2)	11:59pm on <b>11/03</b> (Grace period without any penalty – 11:59pm on Monday 11/04)
11/04	Ch 18 – Forecasting Ch 19 - Sales and Operations Planning Practice Operations Module2	Weekly Reading: Chapters 18 & 19 SmartBook Assignments: Chs 18 & 19 Practice Operations: Module 2 Bonus: Excel Spreadsheet for Module 2	11:59pm on <b>11/10</b> (Grace period without any penalty – 11:59pm on Monday 11/11)
11/11	Ch 13 - Statistical Quality Control Ch 20 – Inventory Management Practice Operations Module 3	Weekly Reading: Chapters 13 & 20 SmartBook Assignments: Chs 13 & 20 Practice Operations: Module 3 Bonus: Excel Spreadsheet for Module 3 Blackboard Discussion (B.D.): # 3 (Formative Activity for Practice Operations Modules 3)	11:59pm on <b>11/17</b> (Grace period without any penalty – 11:59pm on Monday 11/18)
11/18	Ch 5 - Strategic Capacity Management Ch 17 - The Internet of Things and ERP Ch 22S – Theory of Constraints (TOC) Ch 4 – Projects Practice Operations Module 4	Weekly Reading: Chapters Chs 4, 5, 17, & 22S SmartBook Assignments: Chs 4, 5, 17, & 22S Practice Operations: Module 4 Bonus: Excel Spreadsheet for Module 4	11:59pm on <b>11/24</b> (Grace period without any penalty – 11:59pm on Monday 11/25)
11/25	<b>Thanksgiving Holiday</b>	Enjoy your Turkey, <b>but Module 5 is open if you were bored at home.</b>	
12/02	Practice Operations Module 5	Practice Operations: Module 5 Bonus: Excel Spreadsheet for Module 5 Blackboard Discussion: # 4 (How to prepare your Final Exam?) Bonus (2): TBA	11:59pm on <b>12/08</b> <b>(NO grace period this week.)</b>
12/09	<b>Final Exam – Operations Module 6</b> <b>(12:00am on 12/09 ~ 11:59pm on 12/10)</b>		11:59pm on <b>12/10</b>

❖ *The instructor reserves the right to adjust the syllabus.*

## GENERAL INFORMATION

### **Academic Accommodations for Persons with Disabilities**

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Support Services in the Central Academic Building, Suite 210, or at (210) 784-1335 or visit <https://www.tamusa.edu/index.html> or email us at [dss@tamusa.edu](mailto:dss@tamusa.edu). Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

### **Academic Learning Center**

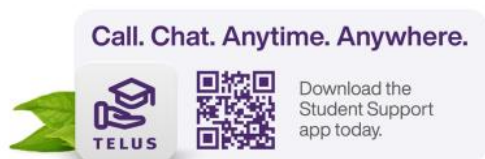
The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu), calling (210) 784-1307, or visiting the Central Academic Building, room 202.

### **Counseling/Mental Health Resources**

As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information and self-help resources, please visit [www.tamusa.edu/studentcounseling](http://www.tamusa.edu/studentcounseling).

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2'). Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer to peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



### **Drop Policy**

You may drop the course with an automatic grade of W on or before the date listed in the academic calendar at [www.tamusa.edu](http://www.tamusa.edu). The last date to drop a course, or withdraw from the University is also indicated in the academic calendar on the university website ([www.tamusa.edu](http://www.tamusa.edu)). If you wish to drop the

class, you must submit the necessary paperwork to the proper authority. Students dropping a course are subject to all conditions listed in the university catalog.

### **Emergency Preparedness**

JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>.

Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

### **Financial Aid and Verification of Attendance**

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

### **Writing, Language, and Digital Composing Center**

The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics/>.

### **Meeting Basic Needs**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

### **Military Affairs**

Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at [military.va@tamusa.edu](mailto:military.va@tamusa.edu) or (210)784-1397.

### **Religious Observances**

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

### **The Six-Drop Rule**

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

### **Statement of Harassment and Discrimination**

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator ([titleix@tamusa.edu](mailto:titleix@tamusa.edu), 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.



### **Pregnant/Parenting Students:**

Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide reasonable accommodations to pregnant students that would be provided to a student with a temporary medical condition and that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status ([titleix@tamusa.edu](mailto:titleix@tamusa.edu); 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

### **Students' Rights and Responsibilities**

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

#### *Students' Rights*

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

#### *Students' Responsibilities*

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and administration.

2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, University Catalog and to comply with them, as well as federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide an environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notification.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).

### **University Email Policy and Course Communications**

All correspondence between professors and students must occur via University email accounts. You must have Jaguar email account ready and working. If it is not working, contact the help desk at 210-784-4357.

### **Artificial Intelligence (AI) policy:**

There are situations and contexts within this course where you may be asked to use artificial intelligence (AI) tools to explore how they can be used. Outside of those circumstances, you should not use AI tools to generate content (text, video, audio, images) that will end up in any student work (assignments, activities, discussion responses, etc.) that is part of your evaluation in this course. Any student work submitted using AI tools should clearly indicate with attribution what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, students should reach out to their instructor for clarification before submitting work for grading. Use of AI-generated content without the instructor's permission and/or proper attribution in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

### **Violations of Academic Conduct (Section 14.5 Student Handbook)**

As a member in an academic community, students at Texas A&M University-San Antonio are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, be self-directed and be able to manage their own affairs. Students who are unwilling to abide by these basic

expectations will find themselves facing academic and/or disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the Texas A&M University-San Antonio Code of Conduct. For more information, please visit the Office of Student Rights & Responsibilities website <https://www.tamusa.edu/student-rights-and-responsibilities/index.html>.

Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. Academic misconduct includes, but is not limited to, cheating, plagiarism, multiple submissions, collusion, lying and bribery. For more information, refer to the Student Code of Conduct, Article III: Conduct Rules and Regulations. Texas A&M University-San Antonio faculty has the discretion to impose grade penalties as deemed necessary.

Faculty members are required to report such serious breaches of academic honesty to their chair, their dean and the Office of Student Rights and Responsibilities. In cases of academic misconduct, students may be subject not only to grade sanctions in courses but to disciplinary action. Grade sanctions may be imposed only by faculty members, but suspension or expulsion may be imposed only by the Vice President for Student Affairs. If a student wishes to appeal the decision of suspension or expulsion due to violations of academic misconduct, they must initiate their appeal as outlined within the Student Code of Conduct. Extenuating circumstances may cause the University to deviate from the defined time frames.

All student term papers and other written assignments are subject to analysis by anti-plagiarism software. Posting of any class work given to student, or solutions, or discussion, on publicly accessible forums or on social media is not permissible.

Considering the potential consequences of academic misconduct, it is obviously in students' best interests to avoid even the appearance of such behavior. If a student is unclear whether a specific act might constitute academic misconduct, please she/he should contact the instructor for an assessment of the situation.

### **Important Dates:**

1. SmartBook Assignments (15): 10/20/2024(2), 10/27/2024(3), 11/03/2024(2), 11/10/2024(2), 11/17/2024(2), and 11/24/2024(4).
2. Blackboard Discussion (4): 10/20/2024, 11/03/2024, 11/17/2024, and 12/08/2024.
3. Operations Modules (5): 10/27/2024, 11/10/2024, 11/17/2024, 11/24/2024, and 12/08/2024.
4. Bonus (8): 10/20/2024(2), 11/10/2024, 11/17/2024, 11/24/2024, and 12/08/2024(3).
5. Final Exam (1): 12/09/2024 ~ 12/10/2024
6. Last day to drop with an automatic "W": **11/25/2024** (You can drop the course by yourself on the system.)

7. Last day to drop a course or withdraw from the University: **11/29/2024** (You need to submit the form to the Academic Advisor or Registrar office by yourself.)
8. All grades for Fall 2024 – 2<sup>nd</sup> 8-week due by noon via JagWire: **12/16/2024** (**Grades will be available on JagWire on 12/19/2024**)
9. The complete academic calendar is available online:  
[Fall-2024 \(tamusa.edu\)](https://www.tamusa.edu/academic-calendar)

## **ACADEMIC INTEGRITY**

Academic Integrity is strongly stressed by TAMUSA, and includes a commitment to have no part in academic dishonesty, academic cheating, nor plagiarism.

*Academic Dishonesty* refers to student conduct in academic assignments or situations which violates the norms of the academic community of students and scholars. In practice, it usually refers to *academic cheating or plagiarism*.

Penalties for academic dishonesty may include expulsion or suspension from the University, failure or grade of “F” in the affected course or assignment, or lesser penalty as appropriate.

**YOU ARE NOT ALLOWED TO TALK TO EACH OTHER DURING ANY OF YOUR ONLINE QUIZZES OR EXAMS.**

*Academic cheating* includes but is not limited to the following:

- (a) copying from another student’s test paper;
- (b) during a test, using material not authorized by the person giving test;
- (c) collaborating during a test with any other person by giving or receiving information without being so authorized;
- (d) stealing, buying, or otherwise obtaining all or part of an unadministered test;
- (e) selling or giving away all or part of an unadministered test;
- (f) bribing another person to obtain an unadministered test;
- (g) substituting for another student or permitting any other person to substitute for oneself to take a test;
- (h) submitting as one’s own, in fulfillment of academic requirements, a theme, report, term paper, essay, other written work, painting, drawing, sculpture, other art work, computer program, media production, or other academic assignment prepared totally or in part by another;
- (i) selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, other written work, art work, computer program, media production, or other academic assignment.
- (j) giving a false statement for the reimbursed points.
- (k) using an AI tool to generate content without proper attribution.

*Plagiarism* is the use of another person’s work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one’s own work offered for credit.

### **POLICY ON INTELLECTUAL DISHONESTY:**

Except for Group or Team projects and papers are individual assignments and are part of the learning experience and must be completed personally by the student. Copying another student’s assignment, including computer programs and files, or citing material without credit to the author is plagiarism, and cheating on exams, including getting help on take-home exams, is grounds for failing the course and or expulsion from the University.

\_\_\_\_\_  
*Chin-Yen Alice Liu*  
(Signature of instructor)

\_\_\_\_\_  
08/16/2024  
(Date)