

Supply Chain Management
Course Number: 22:799:686
Course Title: Supply Chain Professional Skills Development

COURSE DESCRIPTION

Skills Development is focused on preparing MBA students for the critical thinking, presentation, and leadership requirements that they will face during their MBA Education and during their successful career.

In this “blitz” course, students are provided with a comprehensive overview of the various requirements and focus of problem resolution and presentation. It will cover the identification of the problem itself, stake holders, decision makers, ROI cost justifications, identification of options, evaluation of options, format presentation, appendix uses and format,

This course seeks to:

- (1) Provide an understanding of the various requirements of analyzing a case for: Corporate presentations, Academic presentations, Case Competitions, and Case Interviews
- (2) Build a structured approach to the analysis and presentation, including: Agenda, Proposal, Options, Methodology, Assumptions, Financial Impact, Operational Impact, Implementation Plan, Risks and Contingencies, and Support and Appendix
- (3) Develop skills in Extemporaneous, Impromptu, Visual Support and other speaking methods. Use of supporting materials, engagement, and interaction
- (5) Practice of Public Speaking, including Diction, Enunciation, Speed, Volume, Eye Contact, Engagement and more

Classes will consist of:

- Lecture, practical examples, group projects, Business Case Analysis, Q&A, and follow-up discussions of the material covered in previous classes.
- A small group project & presentation.
- Individual Speaking and Presentation
- Critique and Evaluation of fellow students
- Attendance will be monitored
- LOTS OF PUBLIC SPEAKING

COURSE MATERIALS

1. Cases used as Homework

- Useem, Michael. The Leadership Moment: Nine Stories of Triumph and Disaster and Their Lessons for Us All. Times Books Press (Random House), 1998. Chapters 2 and 5 will be discussed

2. **SLIDE DECKS & OTHER COURSE MATERIALS**

- Slide decks covering topics in the textbook will be reviewed and discussed in class and will also be provided to students through Canvas. Typically 1 week in advance.
- Other course materials will also be provided to students through Canvas.
- Check **Canvas** (Canvas.rutgers.edu) and your **official Rutgers email account** regularly for updates and announcements.

LEARNING GOALS AND OBJECTIVES

This course is designed to help students develop skills and knowledge in the following area(s):

- **Critical Thinking.** Students will be able to assess various business situations, using a toolbox of different techniques and practices.

Students who complete this course will demonstrate:

- a) Ability to understand a situation for challenges, opportunities, and risks in the short and long term
- b) Ability to develop structured recommendations based on a given situation
- c) Ability to understand different points of view and take these into consideration in formulating solutions

- **Effective communication.** Students will be effective communicators.

Students who complete this course will demonstrate:

- a) Ability to construct clear, concise, and convincing written business communication.
- b) Ability to construct and deliver clear, concise, and convincing oral communication.

Students develop these skills and knowledge through the following course activities and assignments:

- **Lectures.** Class lectures are supported by, but not replaced by PPT Slides. Lectures make use of practical examples from business and industry, and interactive group exercises to help ensure thorough comprehension of the material.
- **Homework Assignments.** Homework may be assigned to reinforce concepts in the course and for students to practice newly acquired skills. Homework is subject to being turned in, graded, and then reviewed in class to ensure knowledge transfer.
- **Small Group Project/Presentation.** Students are assigned to a small group (4-6 students per group) project. Individual project topics are assigned to each group. Groups must work together as a team to research the topic, develop a presentation of the topic for the class, and deliver the presentation to the entire class, if time allows. Each student must individually participate in the research, development and delivery of the presentation. Group presentations are limited to 10-15 minutes total so students must be clear and concise in their communications.

PREREQUISITES

There are no prerequisites for this course.

ACADEMIC INTEGRITY

I do NOT tolerate cheating. Students are responsible for understanding the RU Academic Integrity Policy (<http://academicintegrity.rutgers.edu/>)

I will strongly enforce this Policy and pursue *all* violations. On all examinations and assignments, students must sign the RU Honor Pledge, which states, “On my honor, I have neither received nor given any unauthorized assistance on this examination or assignment.” I will screen all written assignments through *SafeAssign* or *Turnitin*, plagiarism detection services that compare the work against a large database of past work. Don’t let cheating destroy your hard-earned opportunity to learn. See business.rutgers.edu/ai for more details.

ATTENDANCE AND PREPARATION POLICY

Expect me to attend all class sessions.

- If I am to be absent, my department chair or I will send you notice via email and Canvas as far in advance as possible with appropriate information and instructions.

Students are expected to attend all classes and participate in the small group project to receive full credit towards the attendance and participation grade.

- Attendance will be taken for each class following the drop/add period.
 - If you arrive late, i.e., after the attendance has been taken, you must see the TA at the end of class for late sign in. **Chronic lateness will negatively impact your Attendance grade.**
 - **Failure to sign in and record your attendance will result in an unexcused absence unless an excused absence has been granted.**
 - You must be in class for the duration to receive credit for attendance and participation. Note: Attendance may be taken multiple times during a lecture session.
 - Late arrivals or early departures for extenuating circumstances must be reviewed and approved by the professor in advance of class.

Expect me to arrive on time for each class session. I expect the same of you.

Class will start on time. Out of respect for your fellow students and for the instructor, please be on time for class. **Arriving late will result in a lower participation grade.**

- I understand that unforeseen circumstances occasionally arise, particularly for students that are commuting. Please travel safely to class and enter class as quietly as possible if you will be late. If there is a specific issue, please let me know in writing.

- If arriving on time for class will be an on-going problem for you, please notify me so that I am aware of the issue.

Expect me to prepare properly for each class session. I expect the same of you.

- Complete all background reading and assignments. You cannot learn if you are not prepared.

Expect me to participate fully in each class session. I expect the same of you.

- Stay focused and involved. You cannot learn if you are not paying attention.

For weather emergencies, please consult the campus home page. If the campus is open, class will be held unless you have heard from me otherwise. I will communicate any changes to our regular class schedule via email and via Canvas as far in advance as possible.

Professor may discuss recent news releases, newspaper articles, and view You Tube videos in class. Some of the material from this discussion may be on the tests. If you are not in class or come late or leave early, you will miss this and may therefore not be able to answer the questions pertaining to this on the tests.

HOMEWORK ASSIGNMENTS

There will be 2 homework assignments due during the semester. Homework will be assigned in class and posted in Canvas. Homework must be submitted on, or prior to the due date to be accepted.

Missed homework assignments cannot be made up.

CLASSROOM CONDUCT

- Computers: Utilizing laptops, tablets, etc. during class is not permitted as a general rule, except and unless you are using this technology to actually take notes for this class.
- Cell Phones: Please silence your phones before class. If you must take an urgent phone call during class, exit the room quietly and quickly to minimize disruptions.
- Recording Lectures: All unauthorized recordings of class lectures/discussions are prohibited. Recordings to accommodate the needs of individual students must be approved in advance, for personal use during the semester only. Redistribution of approved recordings are prohibited.
- Side conversations: A quick and quiet clarification or question of a classmate is acceptable, but I do ask that you keep side conversations to a minimum as to not disrupt the class for your peers and me.
- Questions: Questions and student interaction is highly desired. If you have a question, it is likely that other may have the same question as well, so please ask me during class if possible (or after class if necessary) and I will do my best to provide an answer.

GROUP PROJECT

A small group project will be assigned this semester.

- Groups of around five (5) students each will be assigned a topic from a pre-defined list to research and present to the class.
- All students are required to participate in completing and presenting the topic to receive full credit for participation in the class.
- All student teams will be posted along with email contact information in Canvas at the beginning of the semester. Students are responsible to check to see which team number they are assigned and the associated topic.
- **Your team number is also your topic number.** The topic list will also be posted in Canvas at the beginning of the semester.
- Student groups will prepare a 10 - 15 minute presentation outlining and discussing the assigned topic. You may use videos which are not longer than 5 minutes.
- Student teams are expected to organize themselves to complete this assignment.

GRADING POLICY

The class grading is as follows:

Participation	40%
Homework	30%
Final Presentation	30%
<u>TOTAL</u>	<u>100%</u>

Grades	Points
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D	60-69
F	Less than 60

COURSE SCHEDULE

Week	<u>Class Content</u>
1	<p><u>Welcome, Syllabus, Expectations, & Introduction</u></p> <p>Understand the critical skills necessary to successfully complete your MBA and be a supply chain leader.</p> <p>Homework: One-page paper on EU parties and key topics</p>
2	<p><u>Critical Thinking and Understanding the Problem Statement</u></p> <p>Understand some of the many tools available for diagnosing and address business problems. (Fishbone diagrams, “5 Whys,” Value Stream, Waste Elimination, Business Frameworks, etc.)</p> <p>Homework: One-page paper on “Wagner Dodge”, Start on Group projects (Presentations in Week 5)</p>
3	<p><u>Effective Communications</u></p> <p>Brief lecture on written and oral communications for success. Ad hoc speaking with real time feedback sessions from both students and the Professor</p> <p>Homework: One Page paper on “Little Round Top”, Continue to work on Group projects (Presentations in Week 5)</p>
4	<p><u>Stakeholder Management and Leadership</u></p> <p>Continued discussions around Communication Strategies: Message, Medium, Audience, Timing and Expected Impact</p> <p>Homework: Continue to work on Group projects (Presentations in Week 5)</p>
5	<p><u>Final Projects</u></p> <p>Final meeting to review the output of each team’s analysis with open feedback from students and Professor’s evaluation.</p>

SUPPORT SERVICES

If you need accommodation for a *disability*, obtain a Letter of Accommodation from the Office of Disability Services. The Office of Disability Services at Rutgers, The State University of New Jersey, provides student-centered and student-inclusive programming in compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments of 2008, Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the New Jersey Law Against Discrimination. More information can be found at ods.rutgers.edu.

[Rutgers University-New Brunswick ODS phone (848)445-6800 or email dsoffice@echo.rutgers.edu]

[Rutgers University-Newark ODS phone (973)353-5375 or email ods@newark.rutgers.edu]

If you are *pregnant*, the Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy.

[Rutgers University-New Brunswick Title IX Coordinator phone (848)932-8200 or email jackie.moran@rutgers.edu]

[Rutgers University-Newark Office of Title IX and ADA Compliance phone (973)353-1906 or email TitleIX@newark.rutgers.edu]

If you seek *religious accommodations*, the Office of the Dean of Students is available to verify absences for religious observance, as needed.

[Rutgers University-New Brunswick Dean of Students phone (848)932-2300 or email deanofstudents@echo.rutgers.edu]

[Rutgers University-Newark Dean of Students phone (973)353-5063 or email DeanofStudents@newark.rutgers.edu]

If you have experienced any form of *gender or sex-based discrimination or harassment*, including sexual assault, sexual harassment, relationship violence, or stalking, the Office for Violence Prevention and Victim Assistance provides help and support. More information can be found at <http://vpva.rutgers.edu>.

[Rutgers University-New Brunswick incident report link: <http://studentconduct.rutgers.edu/concern/>. You may contact the Office for Violence Prevention and Victim Assistance at (848)932-1181]

[Rutgers University-Newark incident report link: https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=7. You may also contact the Office of Title IX and ADA Compliance at (973)353-1906 or email at TitleIX@newark.rutgers.edu. If you wish

to speak with a staff member who is confidential and does **not** have a reporting responsibility, you may contact the Office for Violence Prevention and Victim Assistance at (973)353-1918 or email run.vpva@rutgers.edu]

If students who have experienced a temporary condition or injury that is adversely affecting their ability to fully participate, you should submit a request via <https://temporaryconditions.rutgers.edu>.

If you are a military *veteran* or are on active military duty, you can obtain support through the Office of Veteran and Military Programs and Services. <http://veterans.rutgers.edu/>

If you are in need of *mental health* services, please use our readily available services.

[Rutgers University-Newark Counseling Center: <http://counseling.newark.rutgers.edu/>]

[Rutgers Counseling and Psychological Services–New Brunswick: <http://rhscaps.rutgers.edu/>]

If you are in need of *physical health* services, please use our readily available services.

[Rutgers Health Services – Newark: <http://health.newark.rutgers.edu/>]

[Rutgers Health Services – New Brunswick: <http://health.rutgers.edu/>]

If you are in need of *legal* services, please use our readily available services: <http://rusls.rutgers.edu/>

Students experiencing difficulty in courses due to *English as a second language (ESL)* should contact the Program in American Language Studies for supports.

[Rutgers–Newark: PALS@newark.rutgers.edu]

[Rutgers–New Brunswick: eslpals@english.rutgers.edu]

If you are in need of additional *academic assistance*, please use our readily available services.

[Rutgers University-Newark Learning Center: <http://www.ncas.rutgers.edu/rlc>

[Rutgers University-Newark Writing Center: <http://www.ncas.rutgers.edu/writingcenter>]

[Rutgers University-New Brunswick Learning Center: <https://rlc.rutgers.edu/>]

[Optional items that many faculty include:

- Students must sign, date, and return a statement declaring that they understand the RU Academic Integrity Policy.

- Students must sign, date, and return a statement declaring that they understand this syllabus.]