



**Logistics Center of Excellence
Logistics and Global Supply Chain Management Department**

<https://www.hccs.edu/programs/areas-of-study/business/logistics-and-global-supply-chain-management/>

LMGT 1321: Introduction to Materials Handling | Lecture | #17344

Fall 2020 | 12 Weeks (09.21.2020-12.13.2020)

Canvas Online Always

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	James L. Battieste	Office Phone:	713-718-9159
Office:	Webex	Office Hours:	Webex Office Hours
HCC Email:	James.battieste@hccs.edu	Office Location:	Stafford Learning Hub Rm218

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Please use Canvas email to contact me. Canvas email messages tell me in which class you are enrolled. This information is very helpful to me in determining how best to respond to your message. That's why I strongly prefer that you use Canvas email. You are required to use your HCC email and students are required to use emails as listed in the Student System for communication of HCC business when communicating via email.

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings. If you prefer to leave a voicemail, please clearly state (a) your name, (b) what class you are enrolled in, and (c) what you are calling about. I will respond to your message via Canvas email.

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

You may also contact the Logistics Department personnel listed below:

Chair:	Jamie Daigle, jamie.daigle@hccs.edu , 713-718-2468
Office Manager:	Victoria Garcia, victoria.garcia@hccs.edu , 713-718-5125

What's Exciting About This Course

There are 3,237 Storage and Distribution Managers are employed. This number is expected to increase by 6.3% over the next four years.

- The estimated annual job openings is 139 jobs a year.
- **Median Wages** - \$45.96 hourly, \$97,000 annually

The material, examples, questions, and problems lead the student logically through the text. The writing style is simple and user-friendly-both instructors and students who have used the book attest to this.

My Personal Welcome

Welcome to Logistics and Global Supply Chain Management I have been expecting you! I will be your Professor for this semester. As the instructor, I am here to facilitate your learning. I encourage each of you to utilize the student-to-student discussion to chat about the course assignments, projects, and general course information. This course structure is design to help you learn an overview of business logistics.

nextLearning - Fall 2020 Modalities

This semester, there are three modalities for HCC courses: Online Anytime, Online on a Schedule, and Flex Campus.

- **Online Anytime** classes are traditional online courses; coursework is online, and there are no meetings at specific times.
- **Online on a Schedule** classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings.
- **Flex Campus** are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of LMGT 1321 is Online Anytime

Prerequisites and/or Co-Requisites

LMGT 1321 requires placement into GUST 0342 in reading, ENGL 0300 or 0347 in writing and MATH 0306 in math. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Canvas Learning Management System

This section of LMGT 1321 will use [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities I PLEDGE TO CLOSE THE DISTANCE IN DISTANCE EDUCATION, NUTURE, GUIDE, AND SUPPORT YOU AS YOU PROGRESS THROUGH THIS COURSE.

The standardized on-line internet orientation is designed so that you may complete several parts by proceeding from one item to the next. The collective experiences of these items will give you the same information and experience that you would have received if you had

attended an on-campus orientation. This procedure, if followed faithfully, will keep you in close contact with me. Think of your computer contact with me as attendance in a classroom. It is very important that you login (daily is preferred), and check your mails. You and I will both be adjusting to this change. The course syllabus is a part of online orientation. Pay particular attention to the required textbook and buy you book as soon as possible. It is absolutely essential that you have a textbook.

I encourage my students to ask questions. If you are uncertain about something, chances are other students are uncertain as well. Historically, student questions have helped their classmates.

You will be asked to introduce yourself to me using the Conversation Tool. I look forward to working with you and predict that you will find this a fulfilling experience

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

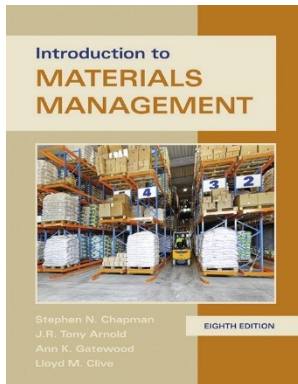
Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

The textbook listed below is **required** for this course.



"Introduction to Materials Handling" (8th Edition) by Arnold/Chapman (Pearson) ISBN: 9780134156323

Please note that we request textbooks from the bookstore, which is operated by Barnes & Noble Bookstores and not by Houston Community College. If you do not order/buy your books before classes begin, you may have difficulty obtaining a copy of the textbook. It is in your best interest to purchase your books BEFORE classes begin. You may also purchase your books from another textbook retailer.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

LMGT 1321 introduces the concepts and principles of materials management to include inventory control and forecasting activities. Introduction to Material Management covers all the basics of supply chain management, manufacturing planning and control systems, purchasing, physical distribution, lean and quality management.

Secretary's Commission Addressing Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the U.S. Secretary of Labor to determine the skills that U. S. employers want most in entry-level employees. The commission identified seven skills, (motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership). These workplace competencies and foundation skills have been designed into this course and into the curriculum for each program of study.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/business/logistics-and-global-supply-chain-management/>

Course Student Learning Outcomes (CSLOs)

Upon completion of LMGT 1321, the student will be able to:

1. Explain the various topic terms and how they relate to the overall concept of materials management.
2. Apply forecasting techniques related to inventory control.
3. Interpret the principles of materials handling as it relates to time, form, and place utility.

Learning Objectives

Learning Objectives for each CSLO can be found at [HCC Learning Web for Logistics](#)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Assignments, Exams, and Activities

Written Assignment

Online Quizzes

You will take your and submit your assignments online. You can find your tests at the end of each Chapter module on the Modules page. Each Chapter/Modules quiz will consist of true False, multi-choice, fill-in-the blanket questions. Each quiz will consist of between 20 – 50 questions. Each question will count for 1 point. You can also find them by clicking the Quizzes link in the Course Navigation.

Your quiz grades will be automatically posted in the Grades section.

Timeframes for Taking Tests

You will have from specific dates to take each quiz. Check the Course Schedule for the availability dates for each quiz. No late testing is allowed. You have two attempt to take each test.

I encourage you not to wait until the last minute to take your tests. Allow yourself some extra time in case the Testing Center is full or a computer glitch occurs.

Example of a Chapter quiz and Course Final Exam:

Purchasers buy goods and services for use by their _____.

- A. business associates
- B. homes and businesses
- C. families
- D. business organization
- E. employers

Exams

**<< Modify
Section &
Delete
Placeholder
Text >>** Insert
a specific

description of your exams. Include the number and types of questions, such as "50 multiple-choice questions." You must also state how much each question counts and how much each exam counts toward students' course grades. If the exams are on Canvas, advise students of the dates of availability of each exam, the time limit, if any, and the number of attempts allowed. HCC does not provide students with Scantron forms. They are sold in campus bookstores.

In-Class Activities

Your course will feature industries videos, simulation activities and SAPERP demonstrations.

Final Exam

The course includes major chapters' quizzes plus a comprehensive final exam. Exams will include multiple-choice and true or false answers.

You are responsible for knowing which test to take, what chapters it covers, and when it is offered.

You must get at least 70% (70 of 100) of the items correct on the final to pass the course (departmental decision). Students who are absent from the final exam without discussing their absence with the instructor in advance or within 24 hours afterward will receive a course grade of Incomplete. Any student who does not take a makeup exam by the end of the following long semester will receive a final exam grade of zero and a course grade of F.

Grading Formula

The LMGThology department strongly recommends that you adopt a points-based grading system with a maximum 1,000 total points possible.

Chapter Key Term(s)	496 points
Chapter Quizzes	201 points
Webex Conferences	240 points
Departmental Final Exam	65 points
Written Assignment(s)	200 points

Grade	Total Points
A	980 - 1009
B	944 - 979
C	915 - 944
D	900 - 914
F	<900

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 50% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

LMGT 1321

Weeks	Dates	Topics and Assignments Due
Week One	09/21	Welcome, review Course contents, Syllabus, Assignments, Internet Activities. Introductions
		Chapter 1 Introduction to Materials Management Learning Outcomes: 1. Operating Environment 2. The Supply Chain Concept 3. What is Materials Management? 4. Summary Read Chapter 1 content
	09/23	Submit Chapter Key Terms Definitions Complete chapter PowerPoint presentation
	09/25	Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted. Submit Chapter 1 Quiz.
	09/26	
Week 2	09/28	Chapter 2 Assignment Production Planning System Learning Outcomes: 1. Manufacturing Planning and Control System. 2. Sales and Operations Planning. 3, Manufacturing Resource Planning. 4. Enterprise Resource Planning. 5. Making the Production Plan.
		Read Chapter 2 content
	09/30	Submit Chapter 2 Key Terms Definitions Complete chapter PowerPoint presentation
	10/01	Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted. Submit Chapter 2 Quiz.
	10/02	
Week 3	10/05	Chapter 3 Master Scheduling Learning Outcomes: 1. Relationship to Production Plan. 2. Developing a Master Production Schedule. 3. Production Planning, Master Scheduling, and Sales.

Weeks	Dates	Topics and Assignments Due
	10/07	Read Chapter 3 content Submit Chapter 3 Key Terms Definitions Complete chapter 3 PowerPoint presentation
	10/08	Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted. Submit Chapter 3 Quiz.
	10/09	
Week 4	10/12	Chapter 4 Material Requirements Planning Learning Outcomes: 1. Bills of Material 2. Material Requirements Planning Process. 3. Using the Material Requirements Plan. Read Chapter 4 content
	10/15	Submit Chapter 4 Key Terms Definitions Complete chapter 4 PowerPoint presentation
	10/15	Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted. Submit Chapter 4 Quiz.
	10/17	
Week 5	10/19	Chapter 5 Capacity Management Learning Outcomes: 1. Definition of Capacity. 2. Capacity Planning. 3, Capacity requirements Planning. 4. Capacity Available. 5. Capacity Required (Load) Read Chapter 5
	10/22	Submit Chapter 5 Key Terms Definitions Complete chapter 5 PowerPoint presentation
	10/23	Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted. Submit Chapter 5 Quiz.

Weeks	Dates	Topics and Assignments Due
	10/24	
Week 6	10/26	<p>Chapter 6 Production Activity Control</p> <p>Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Data Requirements 2. Order Preparation. 3. Scheduling. 4. Load Leveling. 5. Scheduling in a Nonmanufacturing Setting. 6. Scheduling Bottlenecks. 7. Theory of Constraints and Drum-Buffer-Rope. 8. Implementation. 9. Control. 10. Production Reporting. 11. Product Tracking. 12. Implementation. 13. Control <p>Read Chapter 6</p>
	10/28	<p>Submit Chapter 6 Key Terms Definitions</p> <p>Complete chapter 6 PowerPoint presentation</p>
	10/30	<p>Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted.</p> <p>Submit Chapter 6 Quiz.</p>
	10/31	
Week 7	11/02	<p>Chapter 7 Purchasing</p> <p>Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Establishing Specifications. 2. Functional Specification Description. 3. Selecting Suppliers 4. Price Determination. 5. Impact of Material Requirement Planning on Purchasing. 6. Environmentally Responsible Purchasing. 7. Expansion of Purchasing into Supply Chain Management. <p>Read Chapter 7</p> <p>View Chapter 7 PowerPoint Presentation</p> <p>Submit Chapter 7 Key Terms Definitions</p>
	11/04	<p>Chapter 8 Forecasting and Demand Management</p> <p>Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Demand Management. 2. Demand Forecasting.

Weeks	Dates	Topics and Assignments Due
	<p>11/06</p> <p>10/07</p> <p>10/08</p>	<p>3. Characteristics of Demand. 4. Principles of Forecasting. 5. Collection and Preparation of Data. 6. Forecasting Techniques. 7. Some Important Intrinsic Techniques. 8. Seasonally. 9. Tracking the Forecast.</p> <p>Read Chapter 8</p> <p>Submit Chapter 8 Key Terms Definitions</p> <p>Complete chapter 8 PowerPoint presentation</p> <p>Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted.</p> <p>Submit Chapter 8 Quiz.</p>
Week 8	<p>11/09</p> <p>11/11</p> <p>11/14</p>	<p>Chapter 9 Inventory Fundamentals Learning Outcomes; 1. Aggregate Inventory Management. 2. Item Inventory Management. 3. Inventory and the Flow of Material. 4. Supply and Demand Patterns. 5. Functions of Inventory. 6. ABC Inventory Control.</p> <p>Read Chapter 9 View Chapter 9 PowerPoint Presentation</p> <p>Submit Chapter 9 Key Term Definitions.</p> <p>Chapter 10 Order Quantities Learning Outcomes: 1. Economic Order Quantity. 2. Variations of the EOQ Model. 3. Quantity Discounts. 4. Order Quantities for Families of Product When Costs are Not Known. 5. Period Order Quantity.</p> <p>Read Chapter 10 View Chapter 10 PowerPoint Presentation</p> <p>Submit Chapter 10 Key Terms Definitions</p>

Weeks	Dates	Topics and Assignments Due
	11/14	Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted.
Week 9	11/16	Chapter 11 Independent Demand Ordering systems Learning Outcomes: 1. Order Point System. 2. Determining Safety Stock. 3. Determining Service Levels. 4. Different Forecast And Lead-Time Intervals. 5. Determining When The Order Point Is Reached. 6. Periodic Review System. 7. Distribution Inventory Read Chapter 11
	11/18	Submit Chapter 11 Key Terms Definitions Chapter 12 Physical Inventory and Warehouse Management Learning Outcomes: 1. Warehousing Management. 2. Physical Control and Security. 3. Inventory Record Accuracy. 4. Consignment Inventory and Vendor-Managed Inventor. 5. Technology Applications. Read Chapter 12 Complete Chapter 12 PowerPoint Presentation
	11/20	Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted. Submit Chapter 12 Key Terms Definitions
	11/22	
Week10	11/23	Chapter 13 Physical Distribution Learning Outcomes: 1. Physical Distribution 2. Physical Distribution Interfaces. 3. Transportation. 4. Packaging. 5. Material Handling. 6. Multi-Warehouse Systems. Read Chapter 13 Complete Chapter 13 PowerPoint presentation.
	11/25	Submit Chapter 13 Key Terms Definitions.

Weeks	Dates	Topics and Assignments Due
	11/28	<p>Chapter 14 Products and Processes Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Need for New Products. 2. Product Development Principles. 3. Product Specification and Design. 4. Process Design. 5. Factors Influencing Process Design. 6. Processing Equipment. 7. Process Systems. 8. Process Costing. 9. Selecting the Process. 10. Continuous Process Improvement. <p>Read Chapter 14</p> <p>Complete Chapter 14 PowerPoint presentation.</p> <p>Submit Chapter 14 Key Terms Definitions.</p> <p>Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted.</p>
EGLS3		Complete EGLS Survey
Week 11	11/30 12/02 12/03 12/05	<p>Chapter 15 Lean Production Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Lean Production. 2. Waste. 3. The Lean Production Environment. 4. Manufacturing Planning and Control in a Lean Production Environment. 5. Comparing ERP, Kanban, and Theory of Constraints. <p>Read Chapter 15</p> <p>Complete Chapter 15 PowerPoint presentation</p> <p>Submit Chapter 15 Key Terms Definitions.</p> <p>Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted.</p> <p>Submit Chapter 15 Quiz</p>
Week 12	12/07	<p>Chapter 16 Total Quality Management Learning Outcomes:</p> <ol style="list-style-type: none"> 1. What is Quality? 2. Total Quality management. 3. Quality Cost Concepts. 4. Variation as a Way of Life. 5. Process Capability.

Weeks	Dates	Topics and Assignments Due
	12/08	6. Process Control. 7. Sample Inspection. 8. ISO 9000:2015. 9. ISO 26000:2010. 10. The Relationship of Lean Production, TQM, and ERP. Read Chapter 16 Submit Chapter 16 Key Terms Definitions. Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted. Submit Chapter 16 Quiz
	12/09	
	12/11	Final Exam
Weeks	Dates	Topics and Assignments Due

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

I may also allow makeups accompanied by a 20% late-work penalty. I might consider requiring documentation of an emergency to allow a make-up. Note that a make-up exam is not a retake. That is, make-up exams are allowed only for missed exams. I may also require documentation of an emergency to allow a make up. A make-up exam is not a retake. That is, make-up exams are allowed only for missed exams

Academic Integrity

The consequences for cheating, plagiarism, collusion, submission, exam, assignments that violate academic integrity, scholastic dishonesty violation will be reported and graded "0". : Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

Scholastic dishonesty: includes, but is not limited to, cheating on a test, plagiarism, and collusion. Cheating on a test includes: A. Copying from another student's test paper; B. Using materials not authorized by the person giving the test; C. Collaborating with another student during a test without authorization; D. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered; E. Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook). Academic dishonesty can result in a grade of F or 0 for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook - (for further information regarding Academic Dishonesty refer to: http://distance.hccs.edu/de counseling/DE_student_handbook.htm).

See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

Attendance for all 12 class meetings during the 12 weeks Canvas On-Line course is REQUIRED! Webex Lecture and discussion (Mandatory 1:00 PM – 2:00 PM OR 5:00 PM – 6:00 PM) Attendance noted. (Regarding withdrawals (I do you drop students. You expect to drop yourselves), never attending, etc. Also, Tardiness will reflect your final grade (Attendance) information. Students that miss the first 12.5% of any course (i.e. the period before the Official Date of Record/Approve Roster date) HCC will drop them due to non-attendance. Students need to attend the first day of class and to log on to online classes on the first day of class. THIS IS A STATE OF TEXAS POLICY. It is not an instructor, department, or college created policy.

Official Day of Record – The day of record is different for each term. The Day of Record which is posted on the official HCC Calendar Description of "active participation": "Active participation" is the following for this course: 09/30/2020. 1) an introductory response to the instructor's email prompt (i.e., introducing yourself) by the first week of classes. If you are having technical difficulties and cannot login, you must immediately contact your instructor and the Eagle Online Help desk or you will be counted as absent.

Regarding withdrawals you are expected to drop yourselves, never attending, etc. Also, if you miss the first 12.5% of any course (i.e. the period before the Official Date of Record/Approve Roster date) HCC will drop you due to non-attendance. Students need to attend the first day of class and to log on to online classes on the first day of class. THIS IS A STATE OF TEXAS POLICY. It is not an instructor, department, or college created policy.

Student Conduct

“active participation”

Your instructor will define what “active participation” is for your course. Active participation is the following for this course: If a student miss the first 12.5% of any course (i.e. the period before the Official Date of Record/Approve Roster date.

Here is the link to HCCS’ Student-handbook for Student Conduct:

HCC Policy Statements:

HCC Policy Statement: @ <http://www.hccs.edu/district/students/student-handbook/>

Academic honesty
Students’ attendance
3-peaters
Withdrawal deadline

Instructor’s Course-Specific Information (As Needed)

Grading policy – courses assignments and quizzes grades will be posted in your grade book within 48 hours. I will provide grading feedback after you have submitted coursework.

Electronic Devices

N/A

Logistics and Global Supply Chain Management Program Information

It is strongly recommended that students of this course ensure that their major is listed as Logistics and Global Supply Chain Management and that you notify the school of which certificate or degree plan you are following.

- Logistics Global Supply Chain Majors <https://www.hccs.edu/programs/areas-of-study/business/logistics-and-global-supply-chain-management/>
- Logistics Global Supply Chain – Maritime Transportation Logistics Specialization – AAS <https://www.hccs.edu/programs/areas-of-study/construction-industry--manufacturing/maritime-logistics/>
- Careers in Logistics <https://www.careeronestop.org/CompetencyModel/competency-models/transportation.aspx>
- Logistics COE Student Organizations <https://blogs.nvcc.edu/cci/2019/05/02/cci-participant-establishes-new-student-club-at-host-college/>
- Scholarships <https://www.hccs.edu/applying-and-paying/financial-aid/scholarships/>

Certain courses within this program lead to certification exams and have specific requirements as listed below:

1. LMGT 1170 should be taken before LMGT 1271. Both certification exams require that you be 18 years or older.
2. LMGT 1193 needs to be completed in the last semester and you should complete 75% of the AAS Degree or 60% of the Certificate. This course requires a permission code.
3. MART 1370 needs to be completed in the last semester and you should complete 75% of the AAS Degree or 60% of the Certificate. This course requires a permission code.

Once you have met the requirements for courses listed above which require a permission code, please contact the Division Chair's office at 713-718-5125 to get your code.

This program includes an Internship class, LMG2 2288 for Logistics students or LMG2 2389 for Maritime students. Students must complete 75% of the AAS degree or 60% of the Certificate before enrolling in these courses. Once you have met the requirements, you will contact the Division Chair's office at 713-718-5125 to get the permission code to enroll. Please note that the Internship courses require you to have a position in the Logistics industry, paid or volunteer. LMG2 2288 requires that you must work a minimum of 12 hours per week and LMG2 2389 requires that you must work a minimum of 18 hours per week. Additionally, these courses may not be taken together in the same semester.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS³ surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity

3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Division Chair: Ken Hernandez, kenneth.hernandez@hccs.edu, 713-718-2468
Division Admin Assistant: Lyssa Wilson, melissa.wilson3@hccs.edu, 713-718-5125