Sample Syllabus:
SCML 3105 – Introduction to Transportation and Logistics

Class Location & Meeting Times:
Tuesday: 5:00pm-6:15pm in room U322
This is a Hybrid course, ½ in class and ½ on-line. The on-line portion is to be completed by the student between class meetings.

Instructor: Craig A. Hill, Associate Professor of Supply Chain Management
Office: School of Business Bldg. T-243
Office Hours:

Phone: 678-466-4549 (Office)
678-466-4500 (Department Office)
E-mail: CraigHill@Clayton.edu E-mail is the best way to reach me *Please put SCML 3105 in the subject line

Required Text: Coyle, Novack, Gibson, and Bardi, Transportation: A Supply Chain Perspective, 7th ed., 2011, South-Western Cengage Learning

Catalog Description: The goal of this course is for students to understand the basic modes of transportation, the economic fundamentals underlying each and some of the ways in which today's supply chain manager can use them to achieve improved efficiencies and cost effectiveness. Prerequisites: ECON 2106.

Course materials: Course materials will be posted on Desire2Learn. Lecture notes and other materials will be posted in advance of their due date.

Additional Resources: (1) Access to a computer and the internet. (2) A calculator.

Required Computer Competencies: This course requires basic knowledge of computers. E-mail, MS Office, Desire2Learn. On-line research will be utilized.

ITP Choice Policy: Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. See http://itpchoice.clayton.edu for full details of this policy.

Academic Integrity: Academic integrity is of paramount importance at Clayton State University. Students are expected to abide by the Student Code of Conduct as outlined in the University’s official Student Handbook.

Student Policies: Students are expected to abide by all policies in the University Catalog, Student Handbook, and the list of Basic Student Responsibilities posted on the Registrar's Web site: http://adminservices.clayton.edu/registrar/
**Class Environment:** Students in this class will be expected to follow basic rules of respectful behavior that will permit discussion in the classroom and in online chatrooms to be a positive learning experience for all who have chosen to attend. Additionally, please silence cell phones **(no texting)** and refrain from holding side conversations. Laptops should be used **only** for taking notes and class related activities **(no surfing)**. **No MP3 players are to be used in class.**

**Exit Exams:** To assist you in preparing for senior exit exams, you are **strongly** urged to retain course and text materials, such as class notes, handouts, and PowerPoint files, from your core and major required courses.

**E-mail Process:** In this class it is required that all emails contain the student’s name and the class the student is attending. Please put **SCML 3105** in the email's subject line. **NO EMAIL WILL BE RESPONDED TO BY THE PROFESSOR IF IT DOES NOT COME FROM THE SCHOOL EMAIL SYSTEM OR IDENTIFY WHO IS SENDING THE EMAIL.**

**Disruption of the Learning Environment:** Behavior which disrupts the teaching–learning process will not be tolerated. While a variety of behaviors can be disruptive in a classroom and online setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding behavior may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. A student found in violation may be administratively withdrawn and may receive a WF.

**Special Accommodations:** Individuals with disabilities who need to request accommodations or obtain this document in an alternative format, please contact the Disability Services Coordinator, SC 214, 678-466-5445, disabilityservices@clayton.edu.

**CSU policy concerning Children in classes and on-campus:**
- Children are not permitted in classrooms.
- Faculty will not allow children to be present in their classrooms. If a student brings children to class, the student and children must be told to leave the classroom.
- Unattended children will not be permitted on-campus (in hallways, the gym, the library, outside of buildings, etc.).
- Public Safety (678-466-4050) will be notified if unattended children are observed on campus. If faculty or staff observe unattended children on-campus, they are responsible for informing Public Safety. The campus police will take any unattended children to the classroom of the parent, and will get the parent out of class. The parent will not be permitted to bring such children into the classroom.
- Parents are referred to Campus Life (UC258) for information about off-campus childcare facilities.

**School of Business:**
The Mission of the School of Business is to:
- **Prepare** a diverse student body for business and professional careers by providing a quality education.
- **Provide** a student-centered learning environment, using technology to enhance student learning.
- **Support** faculty in applied and instructional research and service to the profession.
- **Serve** primarily the metropolitan Atlanta area.
COURSE DESCRIPTION:
Transportation and Logistics Management is one of the oldest and most intuitive of mercantile activities. Yet today this industry is seeing some of the most rapid and revolutionary change occurring in business. Global sourcing to low cost regions by major corporations has placed great burdens on the transportation industry. With the increasing emphasis on efficient Supply Chains and more sophisticated Logistics management techniques, the basic component of transport: moving a product or providing a service from one place to another has come under increasing economic pressure and increasing deregulation. The businesses today cannot be competitive without a good transportation and logistics network. Our goal is to understand the basis modes of transportation, the economic fundamentals underlying each and some of the ways in which today’s supply chain manager can use them to achieve efficiencies and cost effectiveness necessary for a company to survive in today’s global markets.

Course Objectives: The objectives for this course support the mission statement of the School of Business and expected learning outcomes for the B.B.A. in the specific area of logistics and supply chain management. These objectives are:
1. To introduce the different modes of transportation and the differences in managing each.
2. To give students the opportunity, both orally and in writing, to critically describe, analyze, and recommend improvements in selecting and managing appropriate transportation modes.
3. For student to resolve business problems inherent in transportation management.
4. To utilize computer resources to research and analyze transportation modes and operations.
5. To understand the global economic, political and resource environment’s impact on transportation management.

Course Outcomes:
Upon completion of this course, the student should:
1. Understand basic terminology and transport operations in the context of today’s business environment.
2. Be able to critically analyze the effectiveness of transportation management and transport mode selection processes.
3. Be able to recognize areas for improvement in transportation management operations.
4. Be able to understand the cause and effect of each mode of transportation on the business operation.
5. Understand physical and economic issues related to each of the different transportation modes.
6. Understand the effect of transportation upon the entire supply chain.
7. Understand the importance of strategic alliances and the impact of centralized versus decentralized networks.
8. Understand basic international issues involved in transportation.
COURSE PROCEDURES:
1. **Course objectives and outcomes**: will be accomplished through reading, lectures, discussions, case analyses and exams where applicable.

2. **Reading assignments** for each class and topic is given on the **Course Schedule**: deviations to this schedule may be necessary and will be indicated during class. As a preparation for class, please review the material before the meeting time. On Desire2Learn there are links that allows the downloading of .ppt files containing the class notes for each lecture.

3. **Class Attendance Policy and Participation Grade**: Even though this is a hybrid course, each student is expected to participate in class on all scheduled meeting days. Being absent will affect your participation grade, in addition the following rules apply for unexcused absences. An unexcused absence is one where prior approval of the absences in not given by the instructor or proper documentation is not given. The same rules apply as apply for absences for exams. Except in a very unusual case, for an absence to be excused I must receive an email describing the reason for your absence before the class meeting time. Please put **SCML 3105 absence** in the subject line.
   - Two or more unexcused absences may cause a grade reduction of one letter grade.

**Class Participation Grade**: Students in this course are expected to spend a minimum 12 to 15 hours per week devoted to this course. This time is to be used initially to read assigned material and prepare for class discussions and activities. Class participation is expected in this course. Your class participation grade will be based on your participation in class activities. The class activities will vary and will include both individual, and group activities. If you are not in the classroom you cannot receive participation points (no makeup points). Your points will be calculated according to the following:

<table>
<thead>
<tr>
<th>Total absences (unexcused &amp; excused)</th>
<th>0-1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>&gt;4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage earned (out of 5%)</td>
<td>5%</td>
<td>4%</td>
<td>3%</td>
<td>2%</td>
<td>0</td>
</tr>
</tbody>
</table>

**Tardiness**: Being late is indicated by a student entering the classroom after the instructor begins class. Excessive tardiness will affect your participation grade. Two tardies count the same as one absence.

4. **Online Case Studies**: There are case studies at the end of each chapter in the text book. The cases to be discussed in class and the dates their write-up is due is listed on the course schedule. The assignment will be to answer the questions at the end of that case - the write-up should be around 150 words. Your summaries are to be submitted in Desire2Learn and needs to be posted before the beginning of the class it is scheduled to be discussed to avoid being counted as late. Only in the case of a documentable emergency will late submissions be accepted, subject to a 40% grade penalty. Your final case grade will be based on your best 10 out of 12 possible submissions. Only in a rare case will late submissions be accepted without a deduction. The following grading scale will be used:

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Complete</th>
<th>Okay</th>
<th>Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>10pts.</td>
<td>9pts.</td>
<td>8pts.</td>
<td>7pts.</td>
<td>6pts.</td>
</tr>
</tbody>
</table>
5. Exams: There are three exams and an optional final. The best three exams will count for 75% of your final grade. The exams will be held during the class session as indicated on the course schedule. The exams are closed book and notes. The use of Laptop computers, PDAs, and cell phones is not allowed when taking the exam. Examinations will cover material presented in class, on Desire2Learn and in the textbook.

Policies on Make-up Exams: You are expected to be present for exams. However, if illness or some other legitimate problem beyond your control prevents attendance for an exam, contact me as early as possible to schedule a make-up exam (to be taken before the next class meeting). Except in very extreme cases, I must be informed before the exam to count as an excused absence. You must contact me regarding all missed exams INCLUDING EXAMS MISSED DUE TO EXCUSABLE CSU ACTIVITIES. If you cannot reach me, leave a detailed message on my answering machine or send me an email. An excused absence for medical reasons requires a written excuse from a doctor’s office. If you cannot see a physician for financial reasons, CSU offers a free clinic that is located in room D-207.

Your excuse must be submitted to me before the makeup exam and must contain a telephone number so that your absence can be verified. Failure to take a scheduled exam, without prior permission for an excused absence, will result in a “0” grade for that exam and you will need to take the optional final to receive four exam grades. All excused exams will require some type of documentation. Note: A make-up exam may be significantly different in format and in the scope and depth of material.

<table>
<thead>
<tr>
<th>Legitimate reasons</th>
<th>due to illness</th>
<th>note from doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>due to business</td>
<td>note from supervisor</td>
</tr>
<tr>
<td></td>
<td>death in family</td>
<td>note from family member</td>
</tr>
<tr>
<td></td>
<td>other</td>
<td>on a case by case basis</td>
</tr>
</tbody>
</table>

6. Assessment Tools:

3 best exams (3@25%) 75.0%
Case Analyses (10 out of 12) 20.0%
Class Attendance and Participation 5.0%
Total 100.0%

Grading Scale: The anticipated grading scale for this class is as follow:

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>90.0 – 100%</td>
<td>80.0 – 89.9%</td>
<td>70.0 – 79.9%</td>
<td>60.0 – 69.9%</td>
<td>Below 60.0%</td>
</tr>
</tbody>
</table>

W: Withdrawal from the course on or before the date stated in the Academic Calendar
WF: Withdrawal from the course after date stated in the Academic Calendar

Note: Lack of Attendance will have an effect on your grade – See Attendance Policy.

7. Course Changes: The course syllabus provides a general plan for the course. The professor reserves the right to make periodic changes to the syllabus, including: assignments, tours, projects, case studies, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

Note: Should you feel it necessary to drop this course, please discuss this feeling with the professor before you make your final decision. It is important to make sure there are no misperceptions of the course or yourself when you make the decision to drop the course.
**Course Schedule and Outline***:

All online assignments are to be submitted on Desire2Learn

<table>
<thead>
<tr>
<th>Wk #</th>
<th>Date</th>
<th>Topics and Readings</th>
<th>D2L: Due Date (by 11:59pm)</th>
</tr>
</thead>
</table>
| 1    | In-Class **Overview**: Chapter 1. *Transportation: Critical link in the SC*  
On-line 1-2: Clearfield Cheese Company (p.28) |  |  |
| 2    | In-Class Chapter 2: *Transportation: Critical link in the Economy*  
On line 2-2: The Green Team (p. 53) |  |  |
| 3    | In-Class Chapter 3: (includes App 3A) Regulation & Public Policy  
On line 3-2: US Airline Ind. Public Support (p.91) |  |  |
| 4    | In-Class Chapter 4: *Costing and Pricing for Transportation*  
Online 4-1: Hardee Transportation A(p. 137) |  |  |
| 5    | In-Class **Exam 1: Introduction, Regulation and Policy Costing - Chapter 1, 2, 3, 4**  
Online 5-2: Squire Transportation (p. 193) |  |  |
| 6    | In-Class Chapter 5: *Motor Carriers*:  
Online 6-2: Railroad regulation (p. 225) |  |  |
| 7    | In-Class Chapter 6: *Railroads*  
Online 7-1: Airspace Airlines (p. 252) |  |  |
| 8    | In-Class Chapter 7: *Airlines*  
Online 8-2: CNG Pipeline Company (p. 285) |  |  |
|      | Break |  |  |
| 9    | In-Class Chapter 8: *Water Carriers & Pipelines*  
Online Review for exam |  |  |
| 10   | In-Class **Exam 2: Motor Carriers, Railroads, Airlines, & Water Carriers - Ch. 5, 6, 7, 8**  
Online 9-1: Young Again Pharmaceuticals(p.317) |  |  |
| 11   | In-Class Chapter 9: *Transportation Risk Management*  
Online 10-1:Music Explosion (p.353) |  |  |
| 12   | In-Class Chapter 10: *Global transportation Planning*  
Online 11-1: Where There is Smoke (p.393) |  |  |
| 13   | In-Class Chapter 11: *Global Transportation Execution*  
Online 12-1: Wardrobe Concepts (p. 426) |  |  |
| 14   | In-Class Chapter 12: *Third Party Logistics*  
Online Review for exam |  |  |
| 15   | In-Class **Exam 3: Risk Mgt, Global Transportation & TPLs - Chapter 9, 10, 11, 12**  
Online Prepare for final |  |  |

**NOTE:**  
*This Schedule is an outline of the material and activities to be completed in this class. It is very possible that changes will occur during the semester. All changes will be announced through email, Desire2Learn and in class.  
**You must sign up to take the optional final.*