



Soules College of Business
Department of Technology
TECH 4325-Procurement Management
5 Week Mini Semester
Syllabus July 6 – August 8

Professor: Dr. Randell Farley

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(Preferred method is email)

Class Time: Online

For students who require in-person attendance, including international students, optional meeting times are available from 2:00–3:00 PM on the dates listed below. Please sign in upon arrival:

Date	Date	Date	Date	Date
Tue July 7 th	Tue July 14 th	Tue July 21 st	Tue July 28 th	Tue August 4 th

Course Description:

This course examines how procurement operates inside manufacturing and distribution organizations. Students will analyze demand variability, develop inventory policy, evaluate supplier risk, design governance systems, and present executive-level sourcing recommendations. This is a five-week executive procurement simulation. Each weekly assignment builds toward a final integrated procurement strategy. Students will use forecasting methods, Economic Order Quantity calculations, safety stock modeling, lead time analysis, supplier scoring models, and governance frameworks to make structured decisions that mirror real industry practice.

Course Simulation Overview:

Students act as the Procurement Team for Homestead Supply Company (HSC), a manufacturing division within a Fortune 500 organization.

Homestead Supply Company depends on a global supplier base for key components. Students must:

- Analyze demand and forecast variability
- Design inventory policy using Economic Order Quantity and safety stock
- Evaluate procurement timing using lead time and planning logic
- Assess supplier capability and financial risk
- Develop supplier performance scorecards
- Present a board-level procurement strategy

Each weekly assignment becomes a section of the final Executive Procurement Strategy.

Goals/Rationale of the Course

The purpose of this course is to prepare students to manage procurement decisions in real organizational settings. Students will develop analytical skills, risk evaluation capabilities, financial reasoning, and governance awareness necessary for modern supply chain leadership.

This course emphasizes applied learning, executive thinking, and professional communication.

Note from the Instructor:

Procurement decisions directly impact cost, service level, working capital, and enterprise risk. In real organizations, procurement leaders must evaluate data, assess supplier capability, negotiate contract protections, and implement governance systems that protect the business. You are not expected to begin this course as a procurement expert. You are expected to engage in structured analysis, use course tools responsibly, and think critically about tradeoffs. Modern professionals use data tools, research resources, industry standards, and AI-assisted platforms. These tools may support your work, but your submissions must reflect your own reasoning and understanding. If outside resources are used, they must be cited appropriately. Academic integrity matters.

This course is designed to simulate real procurement decision-making. Professional tone and structured analysis are expected.

Textbook(required):

Book is provided in PDF format. Applied Materials and Supply Chain Management. Planning, Procurement, and Inventory Strategy for Modern Operations 2026, 1st Edition

Course Outcomes/Objectives:

Upon completion of this course, students will be able to:

1. Explain procurement’s role within enterprise supply chain systems.
2. Analyze demand variability and forecasting risk.
3. Develop inventory policies using Economic Order Quantity, safety stock, and reorder point logic.
4. Evaluate suppliers using structured scoring and financial reasoning.
5. Identify procurement risks and design governance controls.
6. Present an executive-level sourcing strategy integrating cost, service level, and enterprise risk.

Course Requirements:

Weighted grade distributions / Grading Breakdown (Review the Rubric)

Category	Points
Weekly Applied Assignments (4 × 150 points)	600
Weekly Quizzes (5 × 40 points)	200
Executive Capstone (Written Report + Slide Deck)	200
Professional Integration and Presentation	100
Total	1,100

Weekly Course Schedule

Week	Requirement	Topics & Major Activities	Points
1	Read Chapters 1, 7, 8, 9	Procurement role, spend analysis, forecasting, demand variability	
	Assignment 1	Spend Analysis and Demand Risk Assessment	150
	Quiz 1	Chapters 1, 7, 8, 9	40
2	Read Chapters 9–12	Economic Order Quantity, safety stock, reorder point logic, carrying cost	
	Assignment 2	Inventory Policy Design using Economic Order Quantity and Safety Stock	150
	Quiz 2	Chapters 9–12	40
	Read Chapters 2–4	Lead time, cumulative planning horizon, Material Requirements Planning logic	

3	Assignment 3	Procurement Timing and Pipeline Risk Analysis	150
	Quiz 3	Chapters 2–4	40
4	Read Chapter 8, 16–17	Supplier evaluation, ethics, contract fundamentals, Key Performance Indicators, governance systems	
	Assignment 4	Supplier Evaluation and Governance Framework	150
	Quiz 4	Chapter 8 and Chapters 16–17	40
5	Review and Integration	Executive procurement integration, financial analysis, governance alignment	
	Capstone	Executive Procurement Strategy (Written Report and Five to Eight Slide Presentation)	200
	Quiz 5	Cumulative Review	40

Final Grades:

- A. = 90-100%
 - B. = 80-89%
 - C. = 70-79%
 - D. =60-69%
- Any Grade below 60% is an F

Late Work Policy:

Late assignments receive a 10% deduction. Extensions may be granted only for documented emergencies (medical, family crisis, etc.). Make-up coursework is considered on a case-by-case basis. The professor reserves the right to decline late work.

Note: The instructor reserves the right to modify the syllabus. All modifications will be communicated to the students in a timely manner

Resources available to UT Tyler Students

- [UT Tyler Counseling Center](#) (available to all students)
- [TimelyCare](#) (24/7 access to Student Support Program counseling through phone or chat and online wellness resources available in a variety of languages)
- [Military and Veterans Affairs](#) (supports for our military-affiliated students)
- [UT Tyler Patriot Food Pantry](#)
- [UT Tyler Financial Aid and Scholarships](#)
- [UT Tyler Student Business Services](#) (pay or set up payment plans, etc.)
- [UT Tyler Registrar’s Office](#) (academic information, forms library, policies, etc.)
- [Office of International Programs](#)
- [Title IX Reporting](#)
- [Patriots Engage](#) (available to all students. Get engaged at UT Tyler.)

University Policies and Information

Withdrawing from Class

Students may [withdraw](#) (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider

your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal portal](#).

Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. **CAUTION #1:** Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). **CAUTION #2:** All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms. **CAUTION #3:** All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. **CAUTION #4:** All veterans or military-affiliated students should consult with [Military and Veterans Affairs](#).

* Students who began college for the first time before 2007 are exempt from this law.

Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. *Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).*

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade *only when all of the following conditions are met:* (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final

grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler/> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military and Veterans

UT Tyler honors the service and sacrifices of our military-affiliated and veterans students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans](#)

[Affairs](#) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Students on an F-1 Visa

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.
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Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [UT Tyler's Policy 7.01: Family Educational Rights and Privacy Act](#). The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

Absence for Religious Holidays

This course follows the practices related to UT Tyler's [Excused Absence for Religious Holy Days](#) as noted in the Catalog.

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.