



The University of Texas at Tyler
College of Business and Technology
School of Technology



Department of Technology

TECH 3324 - PLANT LAYOUT & FACILITIES PLANNING

Course Syllabus

Course: TECH 3324

Title: Plant Layout and Facilities Planning

Section: 001

Pre-requisite: TECH 2323 or equivalent

Semester: Spring 2020

Class Time: Tue 6:00-8:45 pm

Class Location: COB 251

Instructor: Mrs. RaeJean Griffin, MS

Office: COB 225.07

Phone: (903) 566-7211

Email: rgriffin@uttyler.edu

Preferred Method of Contact: email

Office Hours: W 1:30 pm -4:30 p.m. and

by appointment

Course Description

An introductory course in facilities planning including a wide range of topics such as: real estate, financing, insurance, ergonomics, site selection, architecture, management and plant layout.

Course Objectives

At the end of this course, participants will be able to:

1. Explore the fundamental concepts of facilities planning and space requirement analysis.
2. Understand ergonomics and determining material handling equipment for the plant.
3. Become familiar with computer aided software for designing a plant or production facility.
4. Develop skills on product and process flow analysis.
5. Investigate line balancing, plant rate and process improvement.

Student Learning Outcomes

1. Define product, process and schedule design requirements of facilities planning by successfully completing term project, passing quizzes and exams with a 70% or better.
2. Understand to use appropriate equations to calculate/solve Takt Time and other production solutions by successfully passing quizzes and exams with a 70% or better.
3. Understand concepts and techniques related to material handling by successfully completing term project, passing quizzes and exams with a 70% or better.
4. Evaluate personnel needs for specific goods production by successfully completing term project, passing quizzes and exams with a 70% or better.

Core Competencies

1. Computer-Based Skills – the student will complete written assignments using the word processor.
2. Communication Skills – the student will exhibit a mastery of both written and oral skills in completion and presentation of the assigned projects.

3. Interpersonal Skills – the student will interact in class discussion to clarify thinking regarding technological progress.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking to analyze and make determinations regarding the use of industrial processing equipment.
5. Ethical Issues in Decision Making and Behavior- the student will gain an appreciation of the ethics of technology through examination of various processing.
6. Personal Accountability for Achievement – the student will complete the projects at the time designated by the instructor and will enter into class discussion.
7. Competence in Technology Principles
 - a. Competence in major field and grounding in other major technology major core areas – the student will gain an appreciation of the benefits and problems of technological growth.
 - b. Exposure to and appreciation for industrial experiences such as industrial tours, work-study options and cooperative education, senior seminars – Optional plant tours will be offered.

Program Outcomes	TECH 3324
1. An ability to apply the knowledge to practical uses of management	X
2. An ability to plan and assess problems to determine viable solutions	X
3. An ability to design a system, component, or process to meet desired needs.	X
4. An ability to use communication and writing skills	X
5. An understanding of professional and ethical responsibility	
6. An ability to communicate effectively.	X
7. An awareness of the impact of engineering and technology solutions in a global and societal context.	
8. An awareness and commitment for lifelong learning.	
9. An awareness of safety issues and practices.	

Textbook (Required)

Stephens, Matthew P. Stephens and Fred E. Meyers (2013). Manufacturing Facilities Design and Material Handling 5th Edition, New Jersey: Pearson Education Inc., Prentice Hall. ISBN-10: 1557536503.

Course Requirements

Attendance	100
Daily Quizzes*	100
Assignments*	100
Midterm exam	300
Term Project	100
<u>Final Exam</u>	<u>300</u>
TOTAL POINTS =	1000

*NOTE: This is NOT set in stone, pending the number of quizzes and assignments are given.

Grade Scale Breakdown:

A=90 - 100%
 B=80 - 89%
 C=70 - 79%

D=60 - 69%
F=BELOW 60%

Course Policies:

Attendance:

Attendance is mandatory and will be taken at every scheduled class and laboratory period. No make-ups unless:

1. Organized university trip.
2. Illness or death in immediate family (mother, father, brother and/or sister).
3. Illness of student.

Each one of these will require either a **doctor's statement** or a **signed statement** from the individual in charge of the trip.

A student will lose a letter grade in the course each time s/he is absent or late 3 times. Any student entering the classroom 1 second after the scheduled starting time will be considered late.

Lecture Notes and Classroom Environment:

The lecture notes will be made available during the class for the course. Additionally, students are required to take notes during face-to-face classes on supplemental lecture materials, problem solving and diagrams that instructor writes/draws on the classroom board. A student is **NOT allowed** to take photos of notes on the board.

Talking:

While the instructor is talking, it is understood that no one should be talking. Students talking in class prevent other students from hearing the instructor and learning the material that is required to pass the course. If you are caught talking then you **will earn a zero on your daily quiz grade**. On the second offense, you will be **asked to leave**. This behavior is rude and disruptive and most students who talk in class typically earn lower grades. It should be noted that students who have been granted permission to talk by the instructor should not be interrupted as well. For any reason, if a student does not like to listen the lecture or any personal issue arises, he/she can leave the classroom gently, but NOT allowed to disturb or distract the classmates. Please respect your fellow classmates, who have paid for this course and want to listen the lecture, and learn the content.

Exams:

Chapter lectures will follow-up with online quizzes. Content for examinations will be taken from lectures, demonstrations, quizzes, reading and writing assignments, laboratory exercises and any audio-visual materials used, i.e. films, tapes, slides, etc. **Cell phones, laptop, iPad or other electronic communication equipment besides a calculator are not allowed to use during the exam**. First violation will receive warning, and the second violation will result forfeits his/her right to take the exam.

Make up quizzes and examinations are the student's responsibility. **No excuses will be accepted after the due date is passed**. The instructor must be notified **prior** to the scheduled exam. If not, the student forfeits his/her right to take the exam. However, make-up exams will be on a different set of questions. Quizzes and assignments will not be made up unless a **prior acceptable excuse for an absence has been received by the instructor**.

Late Work:

All work not turned in on time will have an automatic reduction in value to 50% of its full value. **Work that is not turned in by the next class will NOT be accepted.** Exceptions to this will be as per University Policy concerning absences from class. It is student's responsibility to take quiz and submit assignment by due date or the date administered them. **Instructor is NOT responsible for reminding a student about missed quiz, assignment or exam.** If you know a quiz/assignment/exam will be late for a valid reason, inform your instructor in advance to avoid unnecessary penalty.

Format for Assignment Reports:

Each assignment is expected to be written in such that the reader can easily examine the contents. Materials that are hard to read or require special handling to get at will not be graded. The cover page must contain the following:

1. Assignment Title and Chapter Number bolded
2. Your Name: Prepared by Joe Student
3. Your University I.D Number
4. Course Name and Number
5. The Date
6. Submitted to Mrs. RaeJean Griffin

Your grade will reflect the quality of the presentation/paper.

Term Project:

Project 1 - It is due before mid-term exam.

While studying chapter 5, Flow Analysis Techniques, you will be assigned an existing manufacturing facilities layout and you will be required to study various plant efficiency analysis techniques and propose a layout which will bring much higher efficiency in plant operation. Your proposed layout must be based on your analysis by employing various techniques such as string diagram, multi-column chart and, To and From chart.

Project 2 - It is due before Final Exam. This project requires employing the facility planning Pro-model software to design a lean manufacturing facility. The department acquired and installed this software in the computer lab and made sure it is in full-swing mode to apply for the term project.

These assignments will also allow students the opportunity to develop skills in teamwork, critical thinking and analysis, library research, and oral, written and graphic presentation skills. A detailed description of the team formation and project requirements will be provided in the class.

Specifications

The cover page must contain the following:

1. Term Project Title
2. Your Name: Prepared by Joe Student
3. Your University I.D Number
4. Course Name and Number
5. The Date
6. Submitted to Mrs. RaeJean Griffin

No minimum page limit; should have cover page as specified above, discussion and bibliography. Double spaced, 12 pt. font, Arial or Times New Roman. Graphs and flow charts

should be hand-drawn or using MS Word or Excel or PowerPoint and attach with the report. Only hard copies will be accepted for grading purpose. Your grade will reflect the quality of the presentation/paper.

Cell Phones:

Cell phones are to be seen and not heard. Make sure you turn off your cell phone during class or turn it to the vibrator mode. A ringing cell phone is a distraction and is inappropriate for the classroom. Allowing your cell phone to ring and then answering it is very rude. It is not fair to your fellow classmates who have paid for this course. **Please be considerate and make sure your cell phone is turned off during any of your classes. Students will be asked to leave for the day if this behavior continues.**

Additional Course Management and Classroom Policies:

1. No retakes of quizzes or exams for "technical difficulties or internet interruptions". Get reliable technology or use the campus resources with Ethernet cabling, NOT Wi-Fi.
2. No excuses to leave the country and miss final exams or final presentations in class. A zero for these and any other assignments will be given.
3. No telephone usage of any kind in the classroom - texting, talking, social media..... . You will be asked to leave the classroom and counted as absent for the day and NOT allowed to make up any assignments, quizzes, etc.
4. Talking during class while the professor is talking, a guest speaker, or student presentations will be penalized - No class participation points - up to 25% of the overall score.
5. If a student is more than 5 minutes late without an excuse, it counts as an absence. Three absences is an automatic reduction of a letter grade in the class.

Tentative Schedule

WEEK 1: Jan 13 – Jan 17, 2020

Course syllabus descriptions, class polices and discussion
Chapter 1: Introduction to Manufacturing Facilities Design and Material Handling

WEEK 2: Jan 20- Jan 24, 2020

Chapter 2: Sources of Information for Manufacturing facilities Design

WEEK 3: Jan 27- Jan 31, 2020

Chap. 3 & 4: Time Study and Process Design

WEEK 4: Feb 3 – Feb. 7, 2020

Chapter 5: Flow Analysis Techniques

WEEK 5: Feb 17 – Feb 21, 2020

Chap.6 & 7: Activity Relationship Analysis and Ergonomics and WS Design Space Reqts.

WEEK 6: Feb 24 – Feb 28, 2020

Chapter 8: Auxiliary Service Requirement Space

WEEK 7: Mar 2 – Mar 6, 2020

Chapter 9: Employee Services- Space Requirements Review
for Mid-term Exam

WEEK 8: Spring Break – March 9 – 13th

WEEK 9: Mar 16 – Mar 20, 2020

Term-project Progress Report
Mid Term Exam

WEEK 10: Mar 23 – Mar 27, 2020

Chapter 10: Material Handling

WEEK 11: Mar 30- Apr 3, 2020

Chapter 11: Material Handling Equipment

WEEK 12: Apr 6 – Apr 10, 2020

Chapter 12: Office Layout Techniques and Space Requirements

WEEK 13: Apr 13 – Apr 17, 2020

Chapter 13: Area Allocation

WEEK 14: Apr 20- Apr 24, 2020

Chapter 14: Facilities Design- The Layout

Chapter 16: Selling the Layout

WEEK 15: Apr 27- May 1, 2020

Submission of Term-project Final Report
Final Exam

WEEK 16:

Date of Final Exam: Tuesday, April 28, 2020 from 6:00 pm – 8:00 pm.

Last Date to Withdraw from course(s): Monday, March 30, 2020.

Census Date and Policies: Refer to the respective section below.

Technology Access:

If this is an online course it will require reliable technology. Required technology includes:

Hardware:

- Desktop or laptop computer with internet access.
- Note: if your internet connection is down, it is your responsibility to see access to avenue such as UTT computer lab (located BEP249 or HPR 134), a public library to complete and submit your work on time.
- A camera, microphone and sound speakers.

Software:

- A current operating system (Microsoft or Apple)
- A web browser (Internet Explorer, Chrome, safari, Firefox, etc.)
- Access to Blackboard and Patriot mail. Note: Google Chrome does not support JAVA. Do not use it for Soft Chalk lessons.
- Microsoft Office (Available at no charge to student at <https://www.utttyler.edu/it/office365/proplus.php>)

- Note: Do NOT use Google Docs for writing assignments
- Also standard plug-ins such as: Java, Flash, QuickTime, Adobe Reader or another PDF reader such as Preview on the Mac.
- Other software as noted in each module such as EPortfolio

Technical Support:

Technology related problems (e.g., Patriot email, blackboard, access problem to the myUTTyler etc.) can often be solved by calling the UT Tyler Information Technology Hotline (903) 565-5555 x2 or by emailing them at itsupport@patriots.uttyler.edu. In your email be sure to include:

- The title and number of the course
- The Blackboard page in the question
- A description and message number for any error message that you receive • What were you doing at the time you got error message

Discrimination:

The policy of this department is to make your college experience as pleasant as possible. However, if at any time you feel that you are being discriminated against, belittled, or not treated appropriately, please notify the instructor either anonymously or in-person immediately after class. It is not the intention of any of the faculty in this department to make your college experience an unpleasant one. Remember, the first step in the process is to inform the instructor so s/he can be made aware of the problem and take corrective action. If the problem continues to persist, please inform the chair of the department. The dean can then be notified if the problem continues to exist after a few days. A grievance can then be filed in the Office of Student Services if there has still been no change in the instructor's behavior. It should be noted that filing a grievance is a serious act and should NOT be done so just because you received a bad grade on an exam or in the course. Communication is an effective tool to solve problems and is rarely used enough. Most people are not deliberately trying to upset you, they are just not aware of your vantage point.

Offensive Language:

Any type of offensive language will not be tolerated in the classroom or laboratory or online. How you speak to your friends outside the classroom is your business, however, when you are in the classroom you must follow the University of Texas rules of conduct. **You will be asked to leave if your language or conduct is offensive.**

Required Activities Scheduled Outside of Regularly-Scheduled Class time (fees, tickets, procedures and/or forms required):

Read textbook, review notes, and complete assignments.

Department Website: <http://www.uttyler.edu/cbt/hrd/tech/>

Commencement: Saturday May,2, 2020

Holidays: March 9th – March 14th - Spring Break

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over 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>

Tobacco-Free University

All forms of tobacco will not be permitted in the UT Tyler campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community including students, faculty, staff, university affiliates, contractors and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling quitlines, and group support. For more information on cessation programs please visit <http://www.uttyler.edu/tobacco-free>.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 10.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (4th class day of summer II) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)

- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

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 Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have 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 an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct: Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- (i) "Cheating" includes, but is not limited to:
- copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- (ii) "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit. (iii) "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- (iv) All written work that is submitted will be subject to review by SafeAssign™, available on Blackboard.

UT Tyler Resources for Students:

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu, <http://www.uttyler.edu/writingcenter/>
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu, <https://www.uttyler.edu/tutoring/>
- The Mathematics Learning Center, RBN 4021, This is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254) <https://www.uttyler.edu/counseling/>