



*Soules College of Business*  
*Department of Technology*  
**TECH 5348.062 Warehouse Management**  
Course Syllabus

Instructor: Dominick E. Fazarro, Ph.D.  
Section: 001  
Spring 2024  
Class Time: ONLINE  
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Phone: (903)565-5911  
Office Hours: Tu: 11am-12pm, 4pm-5:30pm

**Course Description:**

Concerns of stocking, inventorying, scheduling, transporting, packaging, receiving, loss accounting and fire protection for warehouse operation

**Textbook (Required):**

Scott B. Keller & Brain C. Keller (2014). *The Definitive Guide to Warehousing: Managing the Storage and Handling of Materials and Products in the Supply Chain*. Pearson Education: Upper Saddle, NJ. ISBN # 13-978-0-13-344890-0

**Course Learning Objectives:**

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

1. Describe warehousing's role in supply chain
2. Describe the distribution center concept
3. Apply design and layout of a warehouse
4. Select the essential of personnel to warehousing operations
5. Prepare warehouse negotiations, agreements, and contracts
6. Describe the application of warehouse management and performance
7. Gain an understanding the concepts of industrial product packaging
8. Describe the importance of managing inventory
9. Apply practices to select warehouse locations
10. Recognize and apply safety and security measures of a warehouse
11. Describe the use of material handling equipment and information technology

**Student Learning Outcomes:**

1. Apply warehouse layouts to maximize efficiency. *(by case studies & assignments)*
2. Describe the warehouse role under the supply chain umbrella. *(by assignments)*
3. Identify safety and security measures to operate a warehouse. *(by case studies, assignments, & final project)*

4. Recommend and apply industrial packaging concepts. *(by case studies, final project & assignments)*
5. Recognize and select material handling equipment and information technology to optimize flow of material. *(by case studies, & final project)*
6. Determine strategic locations for warehouse location. *(by assignments)*
7. Recognize and execute negotiations, agreements, and contracts of incoming and outgoing of material. *(by assignment & final project)*

**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 regarding real-world issues
4. *Problem Solving (Critical Thinking)* – the student will use conceptual thinking to analyze and make determinations regarding the use warehousing methods.
5. *Personal Accountability for Achievement* – the student will complete the projects at the time designated by the instructor.
6. Competence in Technology Principles
  - a. Competence in major field and grounding in other major technology major core areas – the student will gain knowledge and skills related to warehousing of goods
  - b. Exposure to and appreciation for industrial experiences such as industrial tours, work-study options and cooperative education, senior seminars – The student will be able to attend field trips to various industries in the area of warehouse management

**Learning-Management**

Students will be able to view announcements, course progress, and retrieve some assignments using Canvas™. This technology enable students to be proactive in their learning and effective communication between the student and instructor.

**Tentative Course Requirements:**

Weighted grade distributions#

- |   |            |
|---|------------|
| • Book/Internet Assignments (30 pts)    | 20%        |
| • Discussion Board Assignments (35 pts) | 35%        |
| • Final Examination (100 pts)           | <u>45%</u> |
| • Total                                 | 100%       |

**Grade Scale Breakdown:**

- A=90 - 100%
- B=80 - 89%
- C=70 - 79%
- D=60 - 69%
- F=BELOW 60%

Note: 89.99999999999999 is still a B.

## Schedule of Assignments for Course

Date	No.	Topic/Activity	Reading (Pgs.)/Sources DUE DATE
Mar 4	1	CHAPTER 1/MODULE 1-Warehousing's Role in the Supply Chain	1-13
Mar 4	1	<b>Assignment</b>	<b>Mar 11</b>
Mar 4	1	CHAPTER 2/MODULE 2-Distribution Center Concept	15-20
Mar 4	1	<b>Assignment (Discussion Board)</b>	<b>Mar 12</b>
Mar 12	2	CHAPTER 3/MODULE 3-General Warehousing and Distribution...	21-44
Mar 12	2	<b>Assignment</b>	<b>Mar 18</b>
Mar 12	2	CHAPTER 4/MODULE 4-Design and Layout	45-55
Mar 12	2	<b>Assignment (Discussion Board)</b>	<b>Mar 19</b>
<b>Mar 17</b>	-	<b>EXPLANATION OF FINAL PROJECT - ZOOM</b>	<b>Mar 17</b>
Mar 19	3	CHAPTER 5/MODULE 5-Personnel	57-78
Mar 19	3	<b>Assignment</b>	<b>Mar 25</b>
Mar 19	3	CHAPTER 6/MODULE 6-Warehouse Negotiations, Agreements, and...	79-86
Mar 19	3	<b>No Assignment (Read Chapter)</b>	--
Mar 25	4	CHAPTER 7/MODULE 7-Warehouse Management	87-98
Mar 25	4	<b>Assignment</b>	<b>Apr 1</b>
Mar 25	4	CHAPTER 8/MODULE 8-Warehouse Performance	99-110
Mar 25	4	<b>Assignment (Discussion Board)</b>	<b>Apr 2</b>
Apr 2	5	CHAPTER 9/MODULE 9-The Role of Industrial Product Packaging	111-120
Apr 2	5	<b>Assignment</b>	<b>Apr 8</b>
Apr 2	5	CHAPTER 10/MODULE 10-Warehousing and Transportation Interface	121-144
Apr 2	5	<b>No Assignment (Read Chapter)</b>	--
Apr 9	6	CHAPTER 11/MODULE 11-The Importance of Managing Inventory	145-160
Apr 9	6	<b>Assignment</b>	<b>Apr 15</b>
Apr 15	7	CHAPTER 12/MODULE 12-Selecting Warehouse Locations	161-172
Apr 15	7	<b>Assignment (Discussion Board)</b>	<b>Apr 22</b>
Apr 15	7	CHAPTER 13/MODULE 13-Safety & Security <b>No Assignment (Read Chapter)</b>	--

Apr 15	7	CHAPTER 14/MODULE 14-Equipment and Information Technology <b>No Assignment (Read Chapter)</b>		--
Link OPENS Apr 23	--	<b>UPLOAD RESEARCH PROJECT</b>		<b>Apr 27</b>

### Learning-Management

Students will be able to view announcements, course progress, and retrieve some assignments using Canvas™. This technology enable students to be proactive in their learning and effective communication between the student and instructor.

### Tentative Course Requirements:

Weighted grade distributions#

- Book/Internet Assignments (30 pts)      20%
- Discussion Board Assignments (35 pts)   35%
- Final Examination (100 pts)                45%
- Total    100%

### Grade Scale Breakdown:

A=90 - 100%

B=80 - 89%

C=70 - 79%

D=60 - 69%

F=BELOW 60%

Note: 89.99999999999999 is still a B.

### Course Format

The course involves PowerPoint slides, discussions with critical feedback, current readings, YouTube videos, and CANVAS Discussions.

### Using Canvas for Turning in Assignments

CANVAS will be the tool for communication and turning in assignments. **ALL ASSIGNMENTS WILL OPEN UP AT 7AM AND TURNED IN PROMPTLY AT 11PM.** Folders will be created for each assignment to attach your assignments. Each assignment will have a due date. **IF YOU DO NOT MEET THE DUE DATE FOR THE ASSIGNMENT, THE FOLDER WILL DEACTIVATE. THEREFORE, YOU WILL NOT BE ABLE TO TURN YOU ASSIGNMENT TO RECEIVE CREDIT.** The only exception to turn in an assignment after the due date is if you are ill (with a written excuse) or technical difficulties. **IT IS YOUR REPSONSIBILITY TO COMMUNICATE WITH TECHNICAL SERVICES TO RESOLVE YOU CANVAS MALFUNCTIONS.**

### **Canvas Assignment Discussions**

The online course format requires communication between students to stimulate conversation and feedback on the topics. Student responses on the discussion board should have quality content to demonstrate critical-thinking and creativity. In order to receive credit/points for every discussion posted, you **MUST respond to at least two students, if not, YOU WILL RECEIVE ONLY 15 POINTS!!!** *One to two sentences do not constitute a quality response; therefore, full credit will not be given.*

### **Zoom Sessions**

Zoom sessions are not mandatory but they help students if some of the material is difficult to understand and to track progress of students for this course. Zoom sessions will be held every other Sunday. An announcement will be posted before every session that is held. The sessions will last 30 to 45 minutes and begin at 8pm. **There will be a mandatory session in March. An announcement will go out between 2 to 5 days in advance.**

### **Late Assignment Penalty (PLEASE READ CAREFULLY!!!)**

You have at least 3-5 days to complete your assignments. I do understand that you have assignments in other courses, but the management is important. **If assignments are uploaded late, there will be no points!!!** If you do experience computer problems, please contact Computer Support and email me documentation of time and date of the call. That will help me to also contact Computer Support to expedite your request to fix any problems you may have.

### **Grade Dispute**

If you have a disagreement with your final grade, you have **1 week to resolve it.** You must email all your assignments when meeting with the instructor by video or by phone.

### **Date to Withdraw Without Penalty:**

**April 8, 2024**

### **Dates of Final Exam:**

**April 27, 2024**

### **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>

### **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

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### **UT Tyler a Tobacco-Free University**

All forms of tobacco will not be permitted on the UT Tyler main 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, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](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 4th) 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 (Sept 4th) 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 offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a disability diagnosis such as a chronic disease, learning disorder, head injury or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with an Accessibility Case Manager. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR webpage (<http://www.uttyler.edu/disabilityservices/>) or the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

### **Mandatory Face Coverings (COVID-19)**

During the pandemic we are to comply through the Governor Greg Abbott's mandate and enforced by the President of the University of Texas at Tyler for students to wear face coverings during class. This is to ensure the safety of yourself as well as for others.

Students who have been exposed to COVID-19 or who test positive for Covid-19 should immediately self-report this information.

- If you have recently been on campus, report via the COVID-19 hotline, **903.565.5999**, so that steps can be taken to prevent any possible spread.
- If you have NOT recently been on campus, report by completing a UT Tyler COVID-19 Report form

For more information, go to <https://www.uttyler.edu/reboot/>

**Go to Governor Abbott's madate-**<https://gov.texas.gov/news/post/governor-abbott-establishes-statewide-face-covering-requirement-issues-proclamation-to-limit-gatherings>

### **Important Covid-19 Information for Classrooms and Laboratories**

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

### **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. Revised 09/16

### **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 CANVAS.

#### UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)