BUS 275 Section 001 (Campus Delivery), Winter 2023
Operations Management (OM)

1. Class time:
   - Tu-Th from 8:30 am to 9:45 am in ED 623.
2. Instructor:
   - Romulus Cismaru, office in ED 540.9 (Education Building, on the 5th floor).
3. Office phone:
   - 306-585-4040 (the recommended way to contact me is via/by *UR Courses email*).
4. E-mail:
   - *UR Courses mail (recommended) or Romulus.Cismaru@uregina.ca*
   - Please include your full name and your section number in all communication with me.
5. Office hours:
   - By appointment.
6. Text book:
   - Operations Management: Sustainability and Supply Chain Management, Canadian Edition, 4th edition by Jay Heizer, Barry Render, Chuck Munson and Paul Griffin (ISBN-13: 978-013-731-9152). The text book is required reading material for the class. Students can also purchase e-Textbook access.
7. Course summary:
   - BUS 275 is an introduction to managing operations in service and manufacturing organizations. Operations (or production) creates the product and therefore is the function that adds the most value to an enterprise. Topics will include: project management, forecasting, quality management, process analysis, location decisions, layout strategies and supply-chain management. Problems of production of both goods and services will be considered.
8. Course objective:
   - The goal of the course is to present a broad introduction to the field of OM in a realistic and practical manner and to explore both analytical and conceptual approaches to problem solving in this domain.
9. Prerequisites:
   - BUS 100, MATH 103 and STAT 100. Students must be competent with concepts of algebra, calculus and statistics.
10. Preparation time:
    - The common rule of thumb regarding university studying is that for each hour spent in class, students should spend approximately 2-3 hours of individual study time outside class. Since we will have 2 classes every week (2x75 min = 2.5 hours class time per week) you are expected to study approximately 5-7.5 hours per week for BUS 275. Please plan ahead your study time and make sure you do a realistic assessment of your commitments for the semester (family, university classes, work, vacation, etc).
11. Methods of Evaluation:

No	Type	Date	Duration	Covers	Details	Weight
1	MT 1	Th, February 9	75 min	Material up to date	Closed book	30%
2	MT 2	Th, March 23	75 min	Material after MT 1	Closed book	30%
3	Final Exam	Tuesday, April 25 7:00 pm - 10:00 pm	180 min	Comprehensive	Closed book	40%
					Total	100%

12. UR Courses Resources and preparation for the class:
    A. In preparation for each class students should read the chapter from the textbook and attempt to solve the end of chapter problems. Students should also read and attempt to solve the quantitative problems posted on UR Courses for each chapter (Numerical Problems, Class Problems, Recommended Homework Problems and Chapter Slides Numerical Problems). Please study the class material in advance and be ready to ask specific questions in class.
    B. The keys to do well in BUS 275 are to attend class and solve a lot of quantitative problems so they become second nature. The best way to approach this is to work on your own without consulting the solutions until you have done the problem. Only after you are finished you should consult the solutions. Solutions for some problems are available on UR Courses. Solving quantitative problems does have a significant impact on your understanding of the material and your grade, so work on as many problems as you can.
13. Important information concerning exams:
    A. Midterm exams are scheduled during the designated class time. Final Exam time and location are scheduled by the University of Regina. All exams are closed-book exams.
    B. Bring your student ID or a picture ID with you to all examinations and put it on your desk.
    C. In the examinations you are allowed to use a basic scientific calculator (you will need only the following functions: addition, subtraction, multiplication, division, power and square root). Any other electronic devices (notebooks, cell phones, programmable calculators, financial calculators, palm-pilots, smart-phones, I-Pads, etc) are not allowed. If you have doubts if your calculator complies with this rule please check with me.
    D. All answers to open ended problems or questions in the examinations must be properly explained and justified; no grade will be awarded for unexplained results even if they are correct. You must show all your work.
    E. An excused absence for a midterm exam may be granted to students on the basis of illness, accident, or other extreme circumstances beyond their control. Supporting documentation is required and must be submitted before an excused absence is approved. You must submit the supporting documentation to the instructor in maximum one week from the day of the examination. If a doctor’s note is presented, the note has to specify that the student was unable to take the test on the scheduled date due to illness. An appointment card is not considered valid documentation.
    F. If a student is granted an excused absence for a midterm exam the weight assigned to that examination will be added to the weight for the Final Exam.
    G. Extensions on writing the Final Exam may be granted to students. The authority to approve deferrals of final examinations rests with the Associate Dean Undergraduate in the student's Faculty. Supporting documentation is required and must be submitted before a deferral is approved. To be granted a deferred Final Exam a student has to be in good standing (passing marks) in the class.
    H. Any request to review the grade for an exam can be made within one week from the date the grade for that exam was posted on UR courses.
    I. Please read the syllabus carefully and note the grading system. Students must also understand that the weights for examinations presented in the syllabus are not flexible.

14. Class policies: A high level of professionalism is expected from all students. In addition to abiding by the regulations of the University of Regina, the following are standard expectations:
    A. As a courtesy to your fellow students and your instructor, please turn off all your electronic devices and put them in your backpacks before class begins. That includes your laptops, smart-phones, Ipads, etc. Students are not allowed to record, webcast or use other media streaming technology.
    B. Please be on time for class. Similar to a business meeting or presentation, it is unprofessional to arrive late or leave early as this disturbs the class flow.
    C. Please ensure that you are prepared to actively participate in the class discussions.
    D. It is required that you bring a calculator, several rulers and graph paper with you for all classes.
    E. Please refrain from talking unless it is to make a direct contribution to class. Side conversations are disruptive to other students and the instructor and will not be permitted. Other unacceptable behaviour would include reading or working on material unrelated to the class, text messaging, checking emails, internet surfing, etc.
15. Academic and Non-Academic Misconduct
    A. Students enrolled in BUS courses at the U of R are expected to adhere rigorously to principles of intellectual integrity. Plagiarism or cheating on examinations is a serious offence and will result in a zero grade on that test, a failing grade in the course and expulsion from the university.
    B. For information about Academic and Non-Academic Misconduct please consult the Regulations Governing Discipline for Academic and Non-Academic Misconduct at the University of Regina.
16. Other general information:
    A. Grades: All grades will be posted on UR Courses.
    B. Class attendance: Regular class attendance is encouraged since it helps students understand better the material.
    C. UR Courses: In this class we will use extensively UR Courses. Very important class material and announcements will be posted on UR Courses. Please check BUS 275 on UR Courses frequently.
17. Special accommodations:
    A. If you require special accommodations of any kind because of a disability, please inform me at the beginning of the semester and also contact the Centre for Student Accessibility at the University of Regina.
18. Other specifications:
    A. Under special and legitimate circumstances, I will change aspects of the information in this syllabus. If I do, I will notify you on UR Courses.
    B. In case the class will transition from Campus Delivery to Remote Delivery information will be posted on UR Courses to detail how different aspects of the class will change. It is expected that students will be able to navigate course technologies and be able to adapt to the new course requirements (required by the Remote Delivery).
    C. I will assume that every student who remains enrolled in the course after the syllabus has been discussed in class and posted on UR Courses has fully understood the grading system, the examination dates, class requirements and the class policies.

Tentative Course Outline

Task	Chapter	Topic	Assigned Reading
1	1	Operations and Productivity	Ch. 1
2	2	Operations Strategy in a Global Environment	Ch. 2
3	3	Project Management	Ch. 3
4	4	Forecasting	Ch. 4
5	5	Design of Goods and Services	Ch. 5
6	6	Managing Quality	Ch. 6
7	7	Process Strategy and Sustainability	Ch. 7
8	7S	Capacity and Constraint Management	Ch. 7S
9	8	Location Strategies	Ch. 8
10	9	Layout Strategies	Ch. 9
11	11	Supply Chain Management	Ch. 11

University of Regina Counselling Services

Feeling Stressed? Always worried?

Some stress is normal when you're going to university but **1 in 5 students** will suffer from enough distress that they **would benefit from counselling**.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you've experienced a trauma like losing a family member or a close friend, or if you've recently ended a relationship.

If the feelings you're experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

Personal Counselling – This is a great option if you'd like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

Group Counselling – Simply put, you're not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can't afford counselling…

Seeking counselling doesn't have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.iHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don't know how to fix it?
URSU's Student Advocate can help you free of charge!

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- Emergency Bursaries
- Notary Public
- Rentalsman Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!