ITEC 3360 794
Global Logistics
Spring 2023 Session 8W2
Delivery Method: Online

Instructor Information

Name: Jiajia Qu
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Office Location: Mesa Building 2224
Office Hours: Tue, Weds, & Thurs 10:00 - 12:00 pm

Course Information

Online Fully online course in Canvas with no scheduled meeting times

Course Description

This course covers international logistics and operations including foreign production and outsourcing. Air sea and intermodal transportation are discussed as well as international financial transactions documentation customs procedures and the associated intermediaries.

Purpose: To provide students with the basic knowledge needed in the area of logistics for international shipments

Prerequisites: There are no prerequisites for this course

Target Audience: Sophomore Industrial Technology majors

Required for any specific major: BAAS in Industrial Technology, B.S. Industrial Technology.

Method of instruction: online lectures, discussions, exams.

Student Learning Outcomes

- By the end of this course, you should be able to define international logistics operations including foreign production and outsourcing. Air, sea, land/intermodal transportation are discussed as well as international financial transactions, documentation, customs procedures, and the associated intermediaries. Purpose: To provide students an in depth understanding of the processes, procedures, and documentation required to raw materials and finished goods in a global supply chain.

Required Materials

Title: International Logistics:
Subtitle: The Management of International Trade Operations 5th Edition
ISBN: ISBN-13 (Print): 978098940641 ISBN-13 (Electronic): 9780989490658
Authors: David, Pierre A.
Publisher: cicerobooks
Link: www.cicerobooks.com

Important Academic Dates

UTPB Academic Calendar

Graded Material

Course Activity	Points	Total Points
Quizzes	10*4	40
Group Discussions	10*4	40
Individual Term Paper	20	20
Total Points		**100**

Grading Scale

Grade Range	Letter Grade
90.00 and above	A
80-89.999	B
70-79.999	C
60-69.999	D
<60	F

(- 0, 1, 2) (+ 7, 8, 9)

University Policies

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides "reasonable accommodations" to students with disabilities. Only those students, who an Instructor has received an official Letter of Accommodation (LOA) sent by the Office of ADA for Students, will be provided ADA academic accommodations.

ADA Officer for Students: Mr. Paul Leverington
Address: Mesa Building 4242/4901 E. University, Odessa, Texas 79762
Voice Telephone: 432-552-4696
Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to Accessibility and Privacy Statements.

Sexual Harassment/Sexual Misconduct Policy

The University of Texas Permian Basin (the University) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act), Violence Against Women Act (VAWA), and Clery Act. Sexual Misconduct, Retaliation, and other conduct prohibited under this Policy will not be tolerated and will be subject to disciplinary action.

The University will promptly discipline any individuals or organizations within its control who violate this Policy. The University encourages you to promptly report incidents that could constitute violations of this Policy to the Title IX Coordinator. The complete Sexual Harassment/Sexual Misconduct Policy can be found here.

You may report incidents of sexual misconduct to any University employee. They are obligated to report any incident to the Title IX Coordinator or Deputy Coordinator.

You may also contact:

- The UTPB Police Department at 432-552-2786
- The Title IX Coordinator at 432-552-2697 or TitleIXCoordinator@UTPB.edu.
- The Dean of Students at 432-552-2600
- Reports can also be made via the University Complaint Portal: UTPB Complaint Management

A **confidential reporting option is available**. Please contact UTPB's Counseling Center at 432-552-3365 or 432-552-2367 or stop by MB 1150.

Scholastic Dishonesty

"Scholastic Dishonesty" is any form of cheating or plagiarism that violates the Student Code of Conduct. Scholastic dishonesty or academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two [2] courses without the prior permission of the instructor, and providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act. The Student Code of Conduct provides students fair notice of conduct considered unacceptable at The University of Texas Permian Basin and which may be the basis for disciplinary action. This policy provides the procedures to be following when student disciplinary action may need to be implemented and outlines the appeals process. The Student Code of Conduct is available online at: https://www.utpb.edu/life-at-utpb/student-services/dean-of-students/student-code-of-conduct

Student Success at UTPB

UT Permian Basin offers numerous services to help you reach your academic goals. Available both in the Success Center on the 2nd Floor of the Mesa Building (https://www.utpb.edu/academics/advising-and-support/student-success-center/index), and online, UTPB Student Success offers the following services to all students:

- O.W .L. (Online Writing Lab) - Submit essays that need to be revised by one of our tutors to owl@utpb.edu.

- Tutoring – For both online and in person tutoring, please use EAB to create an appointment. (Utpb.campus.eab.com) Sign in using UTPB credentials.

- SI/PLTL Sessions - If available for your class, will be communicated to you by the mentor assigned to your class section and students can communicate to their SI or PL through Canvas.

- Peer Mentoring - Incoming freshmen can be paired with a peer mentor who will help you navigate your first year on campus.

- SSC Computer Lab - Come take advantage of the state-of-the-art computers available at the Student Success Center.

Please email success@utpb.edu for more information.

Student Support Services

For more information on academic, technical, and support services for UTPB students, please see the Online Student Services.

Course Modalities

Both the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Schools and Colleges Commission on Colleges (SACSCOC) provide standard definitions for basic course types/modalities that have informed the following adopted course definitions.

Online Courses are those in which more than 85 percent of the planned instruction occurs online/virtually (asynchronously) when students and faculty are not in the same place. A fully online course is one in which mandatory in-person meetings occur no more than 15% of the planned instructional time.

Remote Courses are ones in which students, while not required to physically come to campus to attend in-person classes, are required to "attend" virtually/remotely (synchronously) during scheduled days and times, with students expected to log in and participate in the lecture via video conferences.

Hybrid Courses are courses in which the majority (more than 50% but less than 85%) of the planned instruction occurs when students and instructor(s) are not in the same place. This form of instruction offers a mix of on-campus/in-person and remote/online/electronic learning.

HyFlex Courses are those which, like hybrid courses, offer a mix of on-campus/in-person and remote/online/electronic learning. These courses, however, do not require student authentication since at least 50% of the planned instruction occurs when students and instructor(s) are in the same place.

Face-to-Face/In-Person Courses are those in which more than 85 percent of the planned instruction occurs when students are in the same place with an instructor(s).

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end of course evaluation survey provided by UTPB. During the last two weeks of class, there will be an announcement in Canvas, an email, and a button in your course navigation that will take you to any available surveys.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Distance Education Policy

Distance Education Courses and Student Identity Authentication Requirements and Policy

SACSCOC defines a distance education course as one in which more than 50 percent of the planned instruction occurs when students and instructor(s) are not in the same physical place. Distance education courses, therefore, include online, remote, and hybrid courses as defined above. Per SACSCOC and University policy, all distance education courses are required to follow our Distance Education Student Authentication Policy procedures (please see below), and these requirements and policies must be stated in the course syllabus. Further, any projected additional student charges associated with verification of student identity must be indicated on the courses schedule and course syllabus.

The Distance Education Student Authentication Policy does not apply to Hyflex Courses--those in which at least 50% of the planned instruction occurs when students and instructor(s) are in the same place--and Face-to-Face/In-Person Courses--those in which more than 85 percent of the planned instruction occurs when students and instructor(s) are in the same place. Student authentication and identity verification in these courses may be accomplished by in-person attendance monitoring as well

as through in-class instructor proctored examinations and other assessments. These same "in-class" authentication procedures also may be employed in hybrid courses, but in the case of these defined distance education courses, they must be documented on the course syllabus as described below.

Distance Education Student Authentication Policy and Syllabus Requirements

UT Permian Basin's Distance Education Student Authentication Policy requires the University to employ processes (documented in each distance education syllabus) to verify that each student who registers for a distance education course is the same student who participates in, completes, and receives credit for the course.

The policy requires faculty members teaching distance education courses to employ at least two methods of verification to ensure student identities. The first method of verification is accomplished by the student logging into Canvas, our learning management system. To access all UTPB courses, students must login to Canvas uniqueness personal identifying username and secure password. This is the primary method of student identity verification. The Distance Education Student Authentication Policy requires at least one additional student identification method within the distance learning course that has been determined and approved by the faculty or academic program. The second method of authentication must be explicitly stated in the syllabus. The second method of student authentication maybe:

- Proctored exams using an approved photo ID*.

- Presentation of approved photo ID through a webcam and optional levels of proctoring during assessment.

- Field or clinical experiences using an approved photo ID.

- Synchronous or asynchronous video activities using an approved photo ID.

- In hybrid distance education courses, which have an in-person meeting component, the secondary method of student authentication may be accomplished (as is it may be done in hyflex and face-to face-courses) by in-person attendance monitoring as well as through required in-class instructor proctored examinations and other assessments.

- Other Technologies or procedures, etc. (which must be detailed in the syllabus).

If faculty require secondary method of verification for which students are charged a fee(e.g. face-to-face proctoring at an off-campus site that charges a fee), this notification must be stated on the course schedule and in the course syllabus as well.

*Approved photo identifications include passports, government issued identification, driver's licenses, military ID from DoD; dual credit and early college high school students use school district identifications.

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Course Policies

QUIZ POLICY

Since the quiz grades are adjusted based on class performance it is a requirement that everyone take the quizzes following the same rules; therefore, quiz procedure is a SERIOUS ISSUE. **Failure to follow quiz procedure strictly will result in a minimum of a 10 points deduction from the quiz for things like not showing an ID, not showing a full environment view, not having your face fully in the camera's frame, wearing a hat or dark glasses, or being in a dark room, to receiving a final grade of F and being reported to the Dean of Students Office for Academic Dishonesty for things like covering the camera, adjusting the camera to look away from your face, using books, using notes, using another devices, help from other people, or continually looking off the screen or leaving the computer during the exam**. The list of behaviors stated are just a few examples, any suspicious behavior will result in action being taken. **All videos flagged by Respondus for review by the instructor are reviewed, so do not do things that get your video flagged to avoid losing points or worse.** Videos not flagged are reviewed at random. To avoid problems simply sit in front of your computer in a well-lit room with the camera directly in front of you looking directly on your face, show your ID and the environment, and take the exam while not looking

away from the monitor. **Respondus uses artificial intelligence to monitor the student's actions during the exam.**

All quizzes in this course use Respondus Lockdown Browser with Monitor using webcam and microphone. It is a requirement to have a device with webcam and microphone for this course, no exceptions. During the exam absolutely no resources are allowed. This means no books, no notes, no other computers or tablets, and no cell phone or help from other people. The only exception is that in classes that require calculations you may have 1 piece of blank paper (you must show front and back at start of video) and a pencil or pen. Respondus has a calculator built into it.

You must show a photo ID, driver license, student ID, passport, when prompted to do so. **You also need to move the camera, or the laptop or monitor if the camera is built into it, to show the area around you to prove there are no books, notes, or devices near you**. **Respondus uses artificial intelligence to monitor the student's actions during the exam.** If it does not see your face clearly, it alerts you and flags the exam for review by the instructor. If you are continuously looking away from the screen it notes that behavior and flags the video for review by the instructor, but it does not inform the student. To avoid this situation, take the exam in a well-lit room with the light coming from behind the camera toward your face. Do not have the light, such as a lamp or a window, coming from behind your head toward the camera because it causes the camera to adjust and black out your face, and that flags the video for review. Do not wear a hat or dark glasses. Also, do not have a photo of a person on the wall behind you as the system will flag it for two people being in the frame.

GRADING

All the course activities will be graded within approximately one week after the set due date; however, this varies depending on the number of courses the instructor is teaching and how many students there are in the classes. You can check your grades by going to Grades in Canvas. If there is any discrepancy in the grade, you must contact me immediately via the Canvas Internal Messaging Tool. Assignments are graded according to the point value allocated in the course assessment section.

QUIZZES

Quizzes are major exams, the term Quiz or Quizzes is used to avoid confusion because Canvas labels them as "Quizzes"

At the end of the course the course I will evaluate the Quiz score mean and median for the entire class, with the low outliers of students who stopped participating removed. I will then adjust the total point value of each student by exactly the same value, up or down, to obtain a mean or median, whichever is higher, of approximately 78 -82% based on the instructors evaluation of the distribution. This methodology results in a cumulative exam grade for each student based on how they performed relative to peers taking exactly the same course with exactly the same assignments at exactly the same time. The exams are intended to be rigorous; however, the grading system insures a reasonable grade distribution. Discussion and paper grades are not included in the adjustment

because there is no excuse for missing or not doing well on those assignments. This method usually results in the most frequent final grade for the course being a B.

DISCUSSION BOARDS

RUBRIC: There will be 8 graded discussion topics for the term. Each discussion topic is worth 20 points; 5 points for initial posting on first two days of the week and up to 5 points for the quality and quantity (200+ words) of the initial posting and up to 5 points for each for the quality and quantity (75+ words) of the 2 required responses to other students. For each graded discussion question, first, you must respond to the question directly during the first 2 days of the week and second, you must read the other students posts and reply to at least two other students' responses. You must ensure that the responses to the questions are meaningful, reflective, refer to personal experience and support your course readings. Avoid postings that are limited to 'I agree' or 'great idea', etc. If you agree (or disagree) with a posting then say why you agree by supporting your statement with concepts from the readings or by bringing in a related example or experience. You are responsible for reading all of the messages that are posted in the online discussion. Not reading messages is the equivalent of sleeping in class. Use a person's name in the body of your message when you reply to their message. It helps to keep all of us oriented. It helps us maintain a clearer sense of who is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better.

MAKE-UP/LATE SUBMISSION POLICY

Discussion boards are not allowed after the due date and no late submissions are permitted for any last week (Week 8 Spring and Fall, Week 7 Summer), assignments.

Quiz Makeup: There is not any opportunity to take a missed quiz; however, a very long comprehensive Makeup quiz will open the last week of class. The Quizzes are open from the first day of class up to the due date and there are multiple attempts. The best practice is to take your first attempt several days before the due date to assure you do not miss the quiz. If any student misses Quiz 1 or Quiz 2 for any reason, they may replace that 0 with the Makeup Quiz. This is essentially like a "Hail Mary" pass in football that gives you a chance to make a grade that will count toward graduation to avoid having to retake the class. The Makeup quiz CAN REPLACE THE LOWEST QUIZ GRADE, so those who did not miss Quiz 1 or Quiz 2 may take it if they scored low on Quiz 1 or Quiz 2. There is not penalty for taking the Makeup Quiz. Since the Makeup quiz is long, difficult, and covers the whole course, the likelihood of making a grade higher than the lowest quiz grade is remote but possible.

Paper or Project Late Submissions: Late submissions for assignments will be up to 5 days with up to a 5% deduction for each day.

Course Schedule

Week	Assignments/Activities/Topics	Due Date
Week 1	**Topics:** Globalization and International Trade **Reading**: Instructor provided materials on Trade Agreements and the Harmonized Tariff Schedule	
Week 2	**Topics:** International Logistics and Supply Chains Types, Job Costing, Activity-Based Costing **Reading:** Chapter 1: International Trade Chapter 2: International Supply Chain Management Chapter 3: International Infrastructure **Activities:** View Assigned Videos Discussion #1 Quiz #1	**Mon Apr 3**
Week 3	**Topics:** International Trade Barriers, Documentation, Terms and Transactions **Reading:** Chapter 4: International Methods of Entry Chapter 5: International Contracts Chapter 9: International Commercial Documents **Activities:** View Assigned Videos Discussion #2 Quiz #2	**Mon Apr 10**

Week 4	Topics: Terms of trade, financial transactions **Reading:** Chapters 6: Terms of Trade or Incoterms Rules Chapter 7: Terms of Payment Instructor provided materials **Activities:** View Assigned Videos Discussion #3 Quiz #3	Mon Apr 17
Week 5	**Topics:** Terms of trade, financial transactions **Reading:** Chapter 8: Managing Transaction Risks Chapter 10: International Insurance **Activities:** View Assigned Videos Quiz #4	Mon Apr 24
Week 6	**Topic:** Ocean, Air, Land/Multimodal transportation **Reading:** Chapter 11: International Ocean Transport Chapter 12: International Air Transport Chapter 13: International Land and Multimodal Transportation Chapter 14: Packaging for Export **Activities:** View Assigned Videos Discussion #4	Mon May 1
Week 7	**Topics:** The role of customs brokers, freight forwarders, and customs officials **Reading:** Instructor provided materials Chapter 15 International Warehouses and Distribution Centers Chapter 16: International Logistics Security Chapter 17: Customs Clearance **Activities:** View Assigned Videos	Mon May 8
Week 8	Individual Term Paper Complete Make-up Quiz **(If you missed either Quiz 1 or 2).**	Mon May 8