COURSE SYLLABUS
Special Topics in Logistics and Material Management
LMGT 1393-73472 (Cross referenced with LMGT 1393-74427)
SPRING 2015
Arts/Business/Sports Science/Technology Division

This course syllabus is intended as a set of guidelines for LMGT 1393. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:
Instructor: Mr. Michael Gallaway
Email: mgallaway@dcccd.edu
Phone: 972-860-4481
Office: North Lake College North Campus, Faculty Offices
Office Hours: On Campus-to be determined and by appointment; will respond to emails and phone calls at other times by next business day.

Course Information
Course title: Special Topics in Logistics and Material Management
Course number: LMGT 1393, Cross Listed with LMGT 1393-74427
Section number: 73472
Credit hours: 3

Class meeting time: This is an eCampus online class with no on-campus meetings. This is a fast track course and all assignments are expected in a much quicker pace. This is a fast-paced section. Please be ready to work at an accelerated pace.

On Line Course Information
As this is a class with an online component, there are required online study materials and activities that are available on eCampus for the entire semester and accessible almost 24/7. Therefore, access to a computer with Internet access and updated software (available free from Adobe.com) are required. If a student does not have a home computer or Internet, such options as the Student Resource Center located in the North
Lake Library or at a local public library are available. Students may also search for other locations with such services.

Course description:
Security defines the domain of protecting something valuable from any form of deliberate interference. In transportation, security involves both the items being transported and the machinery used to transport the items. In this class we will discuss the security risks and the tools used to enhance this security through physical and planning strategies within the transportation process.

Course prerequisites: None

Required or Recommended Textbooks and Materials

CLASS START/END DATES: 1/20/2015–3/19/2015 (8 WEEK–FAST TRACK)

THE LAST DAY TO WITHDRAW IS Friday, February 27, 2015.
Please read “Stop before you Drop”, and “Drop Policy” under Institutional Policies.

Course Objectives
- Understand the differences among safety, security, and emergency management.
- Understand the strategies used by terrorists to disrupt transportation movements.
- Understand the security thought process and the vulnerabilities in all modes of transportation.
- Understand the importance of security planning, training, and exercising.

Specific Course Learning Outcomes: (See page 7 of syllabus)

COURSE OUTLINE

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READING ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 22</td>
<td>Topic: Security Theory and Practice; Emergency Management Theory and Practice</td>
<td>Assignment #1 Chapters 1-2</td>
</tr>
</tbody>
</table>

- Introductions
- Administrative
- Overview of the Course
- Reading Assignments
- Discussion Board Forums
  - Discussion Question(s)
  - Reading Response
Submit personal Bio’s (by 11:55 p.m., Saturday, Jan. 24th)

**Assignment #2**  
Jan 27  
Topic: Federal Agencies and Structures: Surface Transportation Security:  
- Reading Assignments  
- Discussion Board Forums  
  - Discussion Question(s)  
  - Reading Response  
  - Peer Response

See Course Menu Link “Syllabus and Paper” for Course Paper Information

**Assignment #3**  
Jan 29  
Topic: Layers of Security  
- Reading Assignments  
- Discussion Board Forums  
  - Discussion Question(s)  
  - Reading Response  
  - Peer Response

Submit your topic for your course paper for approval before Jan 31st. You will be awarded 20 points towards your final paper grade for following this request.

**Assignment #4**  
Feb. 3  
Topic: Road Transportation- Cars and Trucks  
- Reading Assignments  
- Discussion Board Forums  
  - Discussion Question(s)  
  - Reading Response  
  - Peer Response

**Assignment #5**  
Feb. 5  
Topic: Road-Based Buses, Livery, Para-transit, Ambulances, and Delivery Vehicles:  
- Reading Assignments  
- Discussion Board Forums  
  - Discussion Question(s)  
  - Reading Response  
  - Peer Response
Feb 10  
Assignment #6  
Topic: Mass Transit on Fixed Rails and Guideways

- Reading Assignments
- Discussion Board Forums
  - Discussion Question(s)
  - Reading Response
  - Peer Response

Feb 12  
Exam #1: (Chapters 1-7). Exam must be completed by 11:55 p.m., Saturday, Feb. 14th.

Feb 18  
Assignment #7  
Topic: Freight & Long Distance Passenger Heavy Rail

- Reading Assignments
- Discussion Board Forums
  - Discussion Question(s)
  - Reading Response
  - Peer Response

Feb 24  
Assignment #8  
Topic: Maritime Transportation

- Reading Assignments
- Discussion Board Forums
  - Discussion Question(s)
  - Reading Response
  - Peer Response

Feb 26  
Assignment #9  
Topic: Air Cargo Operations Security

- Reading Assignments
- Discussion Board Forums
  - Discussion Question(s)
  - Reading Response
  - Peer Response

Mar 3  
Assignment #9  
Topic: Transportation Security, Supply Chain, and Critical Infrastructure

- Reading Assignments
- Discussion Board Forums
  - Discussion Question(s)
Exams:

- Exam #2: (Chapters 8-11). Exam must be completed by 11:55 p.m., Saturday, Mar. 7th.

Spring Break:

- March 9-13 is Spring Break. No assignments are due during this time.

Deadlines:

- Course paper due to be considered for full credit. Submit paper via e-mail attachment to your instructor by 11:55 p.m., Monday, March 16th.

- Course Paper due to be considered for up to 80% Credit. Submit paper via e-mail attachment to your instructor by 11:55 p.m., Tuesday, March 17th.

MEANS OF ASSESSMENT OF COURSE LEARNING OUTCOMES

WEEKLY DISCUSSION BOARD FORUM DISCUSSION QUESTION(S)
WEEKLY DISCUSSION BOARD FORUM READING RESPONSE
WEEKLY DISCUSSION BOARD FORUM PEER RESPONSE
COURSE PAPER
2 IN-CLASS EXAMS

EVALUATION PROCEDURES

DISCUSSION BOARD FORUMS
You are required to PARTICIPATE WEEKLY by substantive postings as follows:

1. Response to weekly discussion board forum discussion question(s) (DQ) with a minimum 50-word response.

2. Reading response (RR). This minimum 100-word response could include one or more of the following:
   a. A concise summary of chapter highlights (not Table of Contents),
b. Sharing how a topic in the chapter relates to your work,
c. Sharing how a topic in the chapter relates to something you read in
   addition to any assigned readings (include the article reference/link)
d. Your “take-away” from the chapter, discussion questions, peer
   response – what key point was important to you and why.

3. Peer response (PR). Comment on (Reply to) a classmate’s discussion
   questions responses with a minimum 50-word response each.

Item 1, 2, and 3 above are due by 11:55 p.m. on the dates specified in the Course
Syllabus Schedule.

NOTE: To receive FULL credit, you must post ON TIME. Late postings may have
up to 50% of the points deducted if received up to 2 days past the due date/time.
After 2 days the postings will not be accepted for credit.

A SUBSTANTIVE post is a minimum of 50 or 100 words as noted above, but more
importantly, it should add a new dimension or thought to the topic under
discussion. A Reading Response that simply states something like, “Chapter 10 was
about warehousing” or a Peer Response that says “I agree,” are not substantive
posts, and up to 50% of the points may be deducted for non-substantive posts.

Please check your spelling, grammar, sentence structure and flow, and response to
the question or reading. Points will be taken off for spelling, grammar, sentence
structure and flow (Standard English) errors, as well as for content errors. For
Discussion Question and Peer Responses, this is generally -2 points for content
errors; and -1 point for 2 – 4 Standard English errors and – 2 points for more than
4 Standard English errors. For Reading Responses, this is generally -2 points for
content errors; and -1 point for 2 to 4 Standard English errors, -2 points for 5 – 8
Standard English errors, and -3 points for more than 8 Standard English errors.

Please ensure you are posting to the correct Discussion Board Forum (organized by
Assignment and by Title).

EXAMS AND COURSE PAPER
Two exams will be given during this course. Each exam will cover the assigned
readings. Exams submitted past the due date/time noted in the Course Outline
schedule will not be accepted unless you notify the course instructor concerning an
emergency situation. If you have a reasonable conflict on the scheduled dates of an
exam, please contact the instructor BEFORE the exam to make alternate
arrangements.

There is an individual course paper assigned as well. Course paper instructions will be
provided. Papers submitted past the final due date/ time will not be accepted.

GRADING SCALE
In determining grades, each student will be judged solely on the following criteria.
There is no extra credit or additional items beyond the list below:
<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam #1</td>
<td>125</td>
</tr>
<tr>
<td>Exam #2</td>
<td>125</td>
</tr>
<tr>
<td>Discussion Questions</td>
<td>130</td>
</tr>
<tr>
<td>Reading Responses</td>
<td>195</td>
</tr>
<tr>
<td>Peer Responses</td>
<td>65</td>
</tr>
<tr>
<td>Course Paper</td>
<td>160</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>800</strong></td>
</tr>
</tbody>
</table>

**Grade Scale**

- **A** 720 – 800
- **B** 640 – 719
- **C** 560 – 639
- **D** 480 – 559
- **F** < 480
PERFORMANCE OBJECTIVES

SCANS Competencies
The Secretary’s Commission of Achieving Necessary Skills (SCANS), established in 1990, defined a common core of skills that constitute job readiness.

|-----------|-----------------|--------------------------------------------------------------------------------------------------|

SCANS FOUNDATION SKILLS


WORKPLACE SKILLS

1. Work ethics.
2. Implement responsibilities of job position including exhibition of dependability, demonstrating high confidentiality, and meeting of organizationally defined expectations.
3. Operate within scope of authority adhering to company rules, regulations, and policies as established including interpretation of employer/employee handbook and procedures.
5. Practice time management and follow work schedule.
6. Assume responsibility for own decisions and actions.
7. Exhibit pride and positive attitude.
8. Display initiative and enthusiasm in undertaking new tasks.
9. Show assertiveness appropriate to the situation.
10. Seek work challenges.
11. Understand and apply ethical principles to decision-making.
12. Understand the importance of providing good customer service (internal and external).
13. Exhibit ability to handle stress.
14. Participate in meetings in a positive and constructive manner.
15. Maintain state-of-the-art skills through participation in in-service or other training.
17. Interpersonal relationships.
18. Respect individual diversity.
19. Respond to praise or criticism.
20. Provide constructive criticism or praise.
21. Channel and control emotional reactions.
22. Resolve conflicts.
23. Display a positive attitude.
25. Employ appropriate skills for gathering and retaining information.
26. Interpret written, graphic, and oral instructions.
27. Identify problems.
28. Clarify individual and company purposes and goals.
29. Identify available solutions and their impact including evaluation of credibility of information, and location of information.
30. Evaluate options.
31. Set priorities.
32. Select/Implement options/decisions including prediction of results of proposed action.
33. Organize personal workloads.
34. Participate in brainstorming sessions to generate new ideas and solve problems.

**Learning Activities, Outcomes, and Assessment**

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
<th>Assessment</th>
<th>SCANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a brief description of the learning activity.</td>
<td>Briefly list the specific learning outcomes/objectives for the activity.</td>
<td>How will the activity be assessed?</td>
<td>Which SCANS are addressed by the learning activity?</td>
</tr>
<tr>
<td>Read weekly textbook, reading assignments, and lecture notes, and conduct literature review.</td>
<td>Demonstrate an 80% level of proficiency for preparing documentation for filing freight loss and damage claims by knowing and understanding the extent of liability and economic damages and the claims process in a course research paper.</td>
<td>Individual course paper.</td>
<td>C1, C3, C4, C11, C12, C13, C14, C15, C16, C17 F1, F2, F3, F7, F8, F9, F10, F13, F16, F17</td>
</tr>
<tr>
<td>Read weekly textbook and reading assignments.</td>
<td>Demonstrate a 78% level of proficiency on three exams that emphasize development of procedures for filing freight loss and damage claims and knowing and understanding standards of carrier liability, the extent of economic damages and the claims process.</td>
<td>3 exams covering the lectures and course materials.</td>
<td>C1, C3, C4, C11, C12, C13, C14, C15, C16, F1, F2, F3, F7, F8, F9, F10, F13, F16, F17</td>
</tr>
<tr>
<td>Read weekly textbook, reading assignments and responses to discussion questions, and respond to discussion board forums.</td>
<td>Demonstrate an 80% level of proficiency for preparing bill of lading contracts by knowing and understanding provisions and considerations for freight loss and damage claims through participation in online discussion board forums.</td>
<td>Participation in and completion of weekly postings to discussion board forums.</td>
<td>C1, C3, C4, C5, C6, C11, C12, C13, C14, C15, C16 F1, F2, F3, F7, F8, F9, F10, F13, F14, F15, F16, F17</td>
</tr>
</tbody>
</table>
ARTS, BUSINESS, SPORTS SCIENCE, AND TECHNOLOGY DIVISION
Office Hours: 8:00 a.m. – 6:00 p.m. Mon-Thu,
8:00 a.m. - 4:30 p.m. Fri
Location: T135, Telephone: 972-273-3450

INSTITUTIONAL POLICIES

DCCCD EMERGENCY OPERATING PROCEDURES
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

**NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)**
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

**REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)**
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165.

[http://www.northlakecollege.edu/resources/disability.html](http://www.northlakecollege.edu/resources/disability.html)

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**ADMINISTRATIVE WITHDRAWAL**
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.
DROP POLICY
If you are unable to complete this course, you must officially withdraw by: Friday, February 27, 2015. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops.

FINANCIAL AID STATEMENT
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov.

COUNSELING SERVICES (A311)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311. For additional information, go to: http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx.
THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:

- An **ESOL lab** with computer access.
- Free tutoring for students enrolled in **Foreign Language** courses.
- The **iRead Lab** offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The **Writing Center** to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The **Online Writing Lab (OWL)** allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  1. After logging on to eCampus, click on the Community Tab at the top.
  2. Type “Owl” in the search field and click “Go.”
  3. Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  4. Once enrolled, students can receive services from the OWL.
- The **Blazer Internet Lounge** with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A 425)
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m.-3:30 p.m.
No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:

1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).
You should also bring the following supplies:

1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, November 4, 2014</td>
<td>Schedule becomes “viewable” on web</td>
</tr>
<tr>
<td>Tuesday, November 18, 2014</td>
<td>Priority Registration Begins</td>
</tr>
<tr>
<td>Monday, November 24, 2014</td>
<td>Regular Registration Begins</td>
</tr>
<tr>
<td>Wednesday, January 14, 2015</td>
<td>Registration Ends</td>
</tr>
<tr>
<td>Tuesday, January 20, 2015</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>Monday, February 2, 2015</td>
<td>Certification / Lock Date</td>
</tr>
<tr>
<td>Thursday, February 19, 2015</td>
<td>District-wide Staff Development, NO CLASSES</td>
</tr>
<tr>
<td>Friday, February 20, 2015</td>
<td>District-wide Day-of-Service, NO CLASSES</td>
</tr>
<tr>
<td>BEFORE 5:00pm</td>
<td></td>
</tr>
<tr>
<td>Monday, March 9, 2015</td>
<td>Spring Break Begins, NO CLASSES</td>
</tr>
<tr>
<td>Monday, March 16, 2015</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Friday, April 3, 2015</td>
<td>Spring Holiday, NO CLASSES</td>
</tr>
<tr>
<td>Thursday, April 16, 2015</td>
<td>Last Day to Withdraw with “W”</td>
</tr>
<tr>
<td>Monday, May 11, 2015</td>
<td>Finals Week begins</td>
</tr>
<tr>
<td>Thursday, May 14, 2015</td>
<td>Spring Semester Ends</td>
</tr>
</tbody>
</table>

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