

M&IS 44150 Section 002
Total Quality Management
Fall 2007
Mondays 6:15 to 8:55 pm
Rm: BSA209

INSTRUCTOR: Robert W. Eckman
OFFICE: Off Campus
OFFICE HOURS: Mondays after class or by appointment (preferred)
OFFICE PHONE: (330) 414.3082
E-MAIL: Reckman@kent.edu
TEXT: **Evans, R.E. Lindsay, M.L. (2007).**, *The Management and Control of Quality*
Mason, Ohio: Thompson South-Western 7th Edition
Additional readings as required
FINAL EXAM: **Week of December 8th**

COURSE OBJECTIVES

This course covers the application of sound management principles and theories needed for successful implementation of quality processes and systems.

COURSE REQUIREMENTS AND GRADING SYSTEM

Exams (3) are worth 100 points a piece plus an additional 25 point question on Final (325 points). D² Papers (4) at 20 points a piece + 20 point bonus (100 points) Participation (100 points) For a grand total of 525 possible points.

A	B	C	D	F
525 - 470	469 - 418	417 - 365	364 - 314	314 Lower

COLLEGE AND UNIVERSITY POLICIES

Course registration: It is your responsibility to ensure that you are properly registered for this class. You are advised to review your official class schedule during the first 2 weeks of the semester to ensure that you are properly registered. Should you find an error in your schedule, please correct it with your advising office as soon as possible. If registration errors are not corrected by this date and you continue to attend class even though you are not officially registered, you will **not** receive a grade for the course at the end of the semester.

Academic honesty: Cheating means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade for the work or course. Repeat offenses result in dismissal from the University.

Course withdrawal: The course withdrawal deadline is November 4th. Withdrawal before the deadline results in a "W" on the official transcript; after the deadline a grade must be calculated and reported.

Students with disabilities: In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please contact the instructor at the beginning of the semester or when given an assignment for which an accommodation is required. Students with disabilities must verify their eligibility through the Office of Student Disability Services (SDS) in the Michael Schwartz Service Center (672-3391).

Missed classes, exams, or otherwise:

Missed classes are not my concern, as attendance is NOT mandatory (but strongly suggested). The material from class, however, is entirely your responsibility. Be sure to find a “class buddy” who can be sure to get all notes and handouts. Ie... Unless in extreme circumstances, the professor will not provide such information. Missed assignments and exams must be for an EXTREMELY good reason and must accompany written proof (such as a Dr’s note). You must also inform me that you will not be in attendance PRIOR to the scheduled event or due date. I can be reached via Email and Telephone (including voice mail). Please make use of these communication mediums for missed Exams, Presentations, etc....(please **DO NOT** ask to borrow my notes).

Class Procedures:

1. If my office hours are not convenient for you, please feel free to call for an appointment. Also, the **most efficient way to communicate with me is via e-mail**. I strongly encourage you to take advantage of the electronic messaging capabilities made available to you by the university!
2. Please tell me about any problems you are having while there is still time to do something about them!
3. Each student must turn in an original piece of work
4. Exams are to be taken at the scheduled time (this also means you need to be on-time for the exam—more than 20 minutes late is a missed exam). If you miss an exam due to a legitimate reason (e.g., illness, death in the immediate family), a make-up exam will be given (you will be required to provide an official university excuse in order to be eligible for a make-up exam). If you do not provide a legitimate excuse, no make-up exam will be granted.
5. Reading assignments are expected to be completed prior to attending class so that you may participate in class discussion. However, we will not discuss every aspect of the assigned chapters or supplemental material. This does not release the student from the responsibility of knowing the material for examination purposes. Conversely, I may include material in class not covered by the text (you are also responsible for this information).
6. Attendance at class is expected but will not be monitored. If you miss a class, you are responsible for obtaining lecture notes and other material from another student
7. Major grammatical or spelling errors on any written work could result in a significant penalty with respect to the grade you receive. Carefully proof your papers for errors (you may even want to have a friend read your work). Use grammar and spell check! Please use APA, MLM or some formalized format for referencing research.
8. The best way to reach me is via Email (see email address). I can also be reached via Voice Mail. I will be requesting that each of you provide an email address that you check regularly (daily).
9. As I realize that many evening students work full time, I will be providing class time for you to work on your D2 and other assignments (case studies). Time to work on these will be dependent on how well we move through the material.
10. **LATE REGISTRATION:** No late registration forms will be signed following the first exam. If you wish to register for the class, you **MUST REGISTER BEFORE THE FIRST EXAM—NO EXCEPTIONS!**

IMPORTANT DATES

First Class:	August 25th (Monday)
Labor Day	September 1 st No classes, offices closed
Last day to DROP	November 2nd
Thanksgiving Break	November 26 th (No class Dec 1st)
Last Class:	December 3rd (Monday)
Final Examinations:	Week of December 8 th (To be announced)

Curriculum

Exams:

Exams will be a mix of multiple choice, short answer, fill in, matching, and essay and will only cover the chapters indicated on the reading schedule. There will be 3 that will account for 325 of a possible 530 points. They will be 40 to 50 questions in length, with each question worth 2 – 3 points. There could be an essay question that might be worth more. I will try to balance the questions 50/50 between lecture and book.

Deep Dives (D²'s)

Rather than a group project or the like and because this is considered a “writing intensive course”, periodically and according to the reading schedule, you will be assigned a topic to perform a “Deep Dive” or D2, that is, a deeper analysis to uncover aspects of the topics not covered in class. This assignment should be 500 - 750 words and include references. These assignments will need to conform to APA Standards and should include references outside of the book. (Valid websites and internet references are perfectly acceptable so long as they derive from a valid, credible source. If in doubt, email the link to me and ask that I review it BEFORE submitting your paper) I will do my best to allow class time to work on these assignments, ask questions, or request that I perform a cursory review. (Not “pre-grading”, just a review to say “on-target”.. “Not on Target”).

As these are assigned, I will advise you as of the due date. These will be due in 1 to 2 weeks. We will be taking class time to discuss these.

These written assignments will be graded as follows on a pass/fail basis and will account for 20 points per assignment. Anyone turning in all 4 assignments, on time, and scoring a “pass” on all 4 will be eligible for a 20 point bonus (1 free D2).

Case Studies:

Periodically, in class, we will be reading some of the case studies and discussing potential outcomes and any associated questions from the book. Anything discussed during these sessions is fair game for an exam.

Final:

Time and place is TBD. The Final will NOT be comprehensive in that the multiple choice, short answer, and fill in sections will not cover material from previous exams. There will be one essay style question worth 25 points. This 25 point assignment will involve your D2 papers from throughout the semester. (1-6) This will be the only “comprehensive” portion of the final.

Total Quality Management Reading and Exam Schedule					
Week	Date	Reading	D2	Chapter	Points
1	25-Aug	Syllabus Review			
		Chapter 1: Introduction to Quality	1	1	20
2	1-Sep	No classes - Labor day			
3	8-Sep	Chapter 2: Total Quality in Organizations		2	
4	15-Sep	Chapter 3: Philosophies and Frameworks		3	
5	22-Sep	Chapter 4: Focusing on Customers		4	
6	29-Sep	EXAM 1: Chapters 1 through 4			100
		Chapter 5: Leadership and Strategic Planning	2	5	20
7	6-Oct	Chapter 6: Human Resource Management		6	
8	7-Jan	Chapter 7: Process Management		7	
9	13-Oct	Chapter 7: Process Management		7	
		Chapter 8: Performance Measurement and Strategic Information Management	3	8	20
10	20-Oct	Chapter 9: Building and Sustaining Total Quality Org's		9	
11	27-Oct	EXAM 2: Chapters 5 through 9			100
		Chapter 10: Principles of Six Sigma		10	
12	3-Nov	No Classes - Veterans Day			
13	10-Nov	Chapter 11: Statistical Thinking and Applications		11	
		Chapter 12: Design for Six Sigma		12	
14	17-Nov	Chapter 13: Tools for Process Improvement	4	13	20
15	24-Nov	Chapter 14: Statistical Process Control		14	
	1-Dec	No Classes			
Week of	8-Dec	Final Exam (3): Chapters 10 through 14			125
		TBD		Exams	325
				D2 Bonus	20
				Participation	100
				D2's	80
				Total	525

This syllabus was designed as a guide to the semester. Any and all assignments listed here may be changed by the instructor at any time. If changes are made, a new soft copy will be made available to each of you in a timely manner. The instructor reserves the right to cancel classes as necessary and will cover any missed material in subsequent courses. If cancellation is required, you will be notified as soon as is possible. In the event a class is cancelled, an alternative assignments may be assigned.