

COURSE TITLE BLACKBOARD SITE	EME 6403- Quality Control (Online) Spring 2013– http://my.ltu.edu
INSTRUCTOR	Dr. Serhat Eren goes by Dr Eren Adjunct Faculty Contact Information E-mail: seren@ltu.edu 248-446-5071 (ONLY IF AN EMERGENCY!) Office hours by appointment
SCHEDULE	January 14 – May 10, 2013 Refer to http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp for the last date to withdraw and other important registration related information.
LEVEL/ HOURS PREREQUISITE	Graduate or Undergraduate Degree / 3 credit hours Admission / prerequisite requirements
REQUIRED TEXT (See Blackboard for additional resources)	Statistical Quality Control, 7th Edition by Douglas C. Montgomery ISBN 978-1-1181-4681-1 June 2012, ©2013 Available for online purchase through LTU Bookstore at: http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489
ADDITIONAL RESOURCES	LTU Online student resources: http://www.ltu.edu/ltuonline/
TECHNICAL SUPPORT	Technical support for using Blackboard is provided by the Helpdesk. Visit www.ltu.edu/ehelp or 248.204.2330 or helpdesk@ltu.edu . Send the Help Desk a form detailing any issues by clicking here http://tinyurl.com/3yqrvne .

COURSE SCHEDULE FOR TRADITIONAL SEMESTER COURSES

This fully online course begins with a partial week online course orientation period to familiarize yourself with the online learning environment and to meet online or via the phone if an emergency with your instructor. Each subsequent week starts on a Monday and ends on a Sunday.

COURSE AGENDA: EME 6403- QUALITY CONTROL

1- PRIOR TO COURSE STARTS & JANUARY 14-16

MODULE 0:

ASSIGNMENT	DUE DATE	WHERE TO FIND/ SUBMIT	POINTS (%)
Syllabus	Wednesday, January 16, 2013	Blackboard	0
Blackboard	Wednesday, January 16, 2013	Blackboard	0
Textbook	Wednesday, January 16, 2013	Textbook	0
Team Formation	Wednesday, January 16, 2013	Blackboard	0
Biography	Wednesday, January 16, 2013	Blackboard	0
Orientation Quiz	Wednesday, January 16, 2013	Blackboard	3

2- WEEK OF JANUARY 14-20

MODULE 1:

❖ Read Chapter 1	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	January 20, 2013	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	January 20, 2013	Weekly Lessons Learned Forum	1
QUIZ 1 from chapter 1	January 20, 2013	Blackboard- Assignment Tab	2

3- WEEK OF JANUARY 21-28

MODULE 2:

❖ Read Chapter 2	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	January 28, 2013	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	January 28, 2013	Weekly Lessons Learned Forum	1
QUIZ 2 from chapter 2	January 28, 2013	Blackboard- Assignment Tab	2

4- WEEK OF JANUARY 28- FEBRUARY 3

MODULE 3:

❖ Read Chapter 3	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	February 3, 2013	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	February 3, 2013	Weekly Lessons Learned Forum	1
QUIZ 3 from Chapter 3	February 3, 2013	Blackboard- Assignment Tab	2

5- WEEK OF FEBRUARY 4- 10

MODULE 4:

❖ Read Chapter 4	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	February 10, 2013	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	February 10, 2013	Weekly Lessons Learned Forum	1
QUIZ 4 from chapter 4	February 10, 2013	Blackboard- Assignment Tab	2

6- WEEK OF FEBRUARY 11- 17

MODULE 5:

❖ Read Chapter 5	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	February 17, 2013	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	February 17, 2013	Weekly Lessons Learned Forum	1
QUIZ 5 from chapter 5	February 17, 2013	Blackboard- Assignment Tab	2
Team Homework #1 from Chapters 1, 2, 3, 4, & 5	February 17, 2013	Blackboard- Assignment Tab	5

7- WEEK OF FEBRUARY 18- 24

MODULE 6:

❖ Read Chapter 6	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	February 24, 2013	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	February 24, 2013	Weekly Lessons Learned Forum	1
QUIZ 6 from chapter 6	February 24, 2013	Blackboard- Assignment Tab	2

8- WEEK OF FEBRUARY 25- MARCH 3

MODULE 7:

❖ Read Chapter 7	ALL WEEK	Textbook	
Mid-Semester Course Evaluation	ALL WEEK	Blackboard	3
Blackboard Participation (Discussion Questions)	March 3, 2013	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	March 3, 2013	Weekly Lessons Learned Forum	1
QUIZ 7 from chapter 7	March 3, 2013	Blackboard- Assignment Tab	2

9- WEEK OF MARCH 4-10

MODULE 8:

❖ Read Chapter 8	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	March 10, 2013	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	March 10, 2013	Weekly Lessons Learned Forum	1
QUIZ 8 from chapters 8	March 10, 2013	Blackboard- Assignment Tab	2

10- WEEK OF MARCH 11-17

MID SEMESTER BREAK- NO CLASSES

11- WEEK OF MARCH 18-24			
MODULE 9:			
❖ Read Chapter 9	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	March 24, 2013	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	March 24, 2013	Weekly Lessons Learned Forum	1
QUIZ 9 from chapter 9	March 24, 2013	Blackboard- Assignment Tab	2
12- WEEK OF MARCH 25-31			
MODULE 10:			
❖ Read Chapter 10	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	March 31, 2013	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	March 31, 2013	Weekly Lessons Learned Forum	1
QUIZ 10 from chapter 10	March 31, 2013	Blackboard- Assignment Tab	2
Team Homework #2 from Chapters 6, 7, 8, 9, & 10	March 31, 2013	Blackboard- Assignment Tab	5
13- WEEK OF APRIL 1-7			
MODULE 11:			
❖ Read Chapter 11	ALL WEEK	Textbook	
QUIZ 11 from chapter 11	April 7, 2013	Blackboard- Assignment Tab	2
MODULE 12:			
❖ Read Chapter 12	ALL WEEK	Textbook	
QUIZ 12 from chapter 12	April 7, 2013	Blackboard- Assignment Tab	2
14- WEEK OF APRIL 8-14			
MODULE 13:			
❖ Read Chapter 13	ALL WEEK	Textbook	
QUIZ 13 from chapter 13	April 14, 2013	Blackboard- Assignment Tab	2
MODULE 14:			
❖ Read Chapter 14	ALL WEEK	Textbook	
QUIZ 14 from chapter 14	April 14, 2013	Blackboard- Assignment Tab	2
15- WEEK OF APRIL 15-21			
MODULE 15:			
❖ Read Chapter 15	ALL WEEK	Textbook	
QUIZ 15 from chapter 15	April 21, 2013	Blackboard- Assignment Tab	2
MODULE 16:			
❖ Read Chapter 16	ALL WEEK	Textbook	
QUIZ 16 from chapter 16	April 21, 2013	Blackboard- Assignment Tab	2
Team Homework #3 from Chapters 11, 12, 13, 14, 15, & 16	April 21, 2013	Blackboard- Assignment Tab	5
16- WEEK OF APRIL 22-28			
MODULE 17:			
Preparing for Final Project	ALL WEEK	Blackboard	0
17- WEEK OF APRIL 29- MAY 5			
MODULE 18:			
Preparing for Final Project	ALL WEEK	Blackboard	0
18- WEEK OF MAY 6-10			
MODULE 19:			
End of Course Evaluation	ALL WEEK	Blackboard	3
FINAL PROJECT	Friday, May 10, 2013	Blackboard- Assignment Tab	14
		TOTAL POINTS=	100

STUDENT EVALUATION

The course has 33 assignments (individual and team) totaling 100 points. Letter grades are awarded based on the total number of points achieved.

ASSIGNMENTS	Due/ Modules	# of Assignments	Points (%) for Each Assignment	Total Points (%)
Individual (71%)				
Orientation Quiz	Module 0	1	3	3
Participation	Modules 1-10	10	3	30
Quiz	Modules 1-16	16	2	32
Mid-Semester Course Evaluation	Module 7 or 8	1	3	3
End of Course Evaluation	Modules 18-19	1	3	3
Learning Team (29%)				
Learning Team Homework Exercises	Modules 5, 10, & 16	3	5	15
Learning Team Final Project Report	Module 19	1	14	14
			Total=	100

Points	Final Grade
96 and above	A
90-95	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
61-70	D (Undergrad Only)
60 and below	E

Note: Grades lower than "B" fall below the LTU graduate standard

Welcome!

I would like to welcome you to Quality Control (EME 6403) course. I am your instructor, Serhat Eren, go by Dr Eren. During this course we will explore various elements of Quality Control. We will study topics that will prepare each of you to become proficient in the course objectives. The approach will be to concentrate on those areas needed to meet the objectives.

Our activities will include quality improvement in the modern business environment, the Six Sigma DMAIC process, modeling process quality, inferences about process quality, methods and philosophy of statistical process control, control charts for variables, and attributes, process and measurement system capability analysis, cumulative sum and exponentially weighted moving average control charts, other univariate statistical process-monitoring and control techniques, multivariate process monitoring and control, engineering process control and SPC, factorial and fractional factorial experiments for process design and improvements, process optimization with designed experiments, lot-by-lot acceptance sampling for attributes, and other acceptance sampling techniques.

Our method of study will be through reading the text, discussion, solving problems, analysis and peer review, applying concepts to a team homework assignment, and as well as team project, quizzes, and performing a weekly review. These activities will be the means to explore, review, analyze, apply, and summarize concepts and tools of Quality Control.

I wish everyone a best of luck!

Dr Eren

COURSE DESCRIPTION

This course introduces manufacturing and service organizations' quality control techniques & systems. Topics include introduction, statistical methods useful in quality control and improvement, basic methods of statistical process control and capability analysis, other statistical process-monitoring and control techniques, process design and improvement with designed experiments, and acceptance sampling.

COURSE OBJECTIVES

We are living in a new era of very tough global competition. To survive, maintain leadership and expand market share we need to effectively and efficiently manage our productive resources, be competitive, and bring to market fast and constantly provide high quality goods and services that would delight our customers.

QUALITY CONTROL is the set of activities used to ensure that the products and services meet requirements and improved on a continuous basis. The fundamental concepts and problems of quality control as applied to both the manufacturing and service organizations will be covered in this course to help students to:

1. Understand the concepts and problems of statistical quality control techniques.
2. Realize the extent, benefits, and limitations of the applications of the related tools, techniques, and philosophies of modern engineering.
3. Appreciate mathematical/ statistical thinking, systems approach, and quantitative models as important and necessary methods and tools of the total system optimization, data analysis, and scientific decision making in business and industry.

TOPICS AND OBJECTIVES

PART ONE- Introduction

- Chapter 1- Quality improvement in the modern business environment
- Chapter 2- The Six Sigma DMAIC process

PART TWO- Statistical methods useful in quality control and improvement

- Chapter 3- modeling process quality
- Chapter 4- inferences about process quality

PART THREE- Basic methods of statistical process control and capability analysis

- Chapter 5- Methods and philosophy of statistical process control
- Chapter 6- Control charts for variables
- Chapter 7- Control charts for attributes
- Chapter 8- Process and measurement system capability analysis

PART FOUR- Other statistical process-monitoring and control techniques

- Chapter 9- Cumulative sum and exponentially weighted moving average control charts
- Chapter 10- Other univariate statistical process-monitoring and control techniques
- Chapter 11- Multivariate process monitoring and control
- Chapter 12- Engineering process control and SPC

PART FIVE- Process design and improvement with designed experiments

- Chapter 13- Factorial and fractional factorial experiments for process design and improvements
- Chapter 14- Process optimization with designed experiments

PART SIX- Acceptance sampling

- Chapter 15- Lot-by-lot acceptance sampling for attributes
- Chapter 16- Other acceptance sampling techniques

POLICIES AND PROCEDURES

Attendance

You are required to attend class every week. You may be absent from the class due to exceptionally rare situations such as death in the family, sickness, etc. In this case, you need to contact your instructor in advance to make arrangements about how and when to turn the assignments in.

Online Discussions

There will be weekly discussion forums in Blackboard. You must answer the discussion questions posted in Blackboard and make comments to your fellow classmates' responses. Below is the guideline to secure perfect participation grade:

1. Respond to all posted questions for the specified week with a minimum of one paragraph by Wednesday midnight (EST).
2. Respond to a minimum of two students' postings for each discussion question by Sunday midnight (EST).
3. A response should state agreement/disagreement with the statement, supporting information, etc. Basically a responding statement should be more than 'I agree.'
4. Participation is from Monday through Sunday (Midnight) for each scheduled week of Online Discussion.
5. There will be **no make up** for participation!

Online Discussion Grading Criteria

Online Discussion will be graded out of 2 sections that are *Weekly Lessons Learned* and *Weekly Discussions*. It will be graded out of 20 points, in which 5 points will be earned from weekly lessons learned and 15 points will be earned from overall discussions. See the grading criteria for details.

a) Weekly Lessons Learned (Weekly Summary):

After you completed all assignments, then develop a 'one-two-paragraph' comment on your course activities during the week. The paragraph may include topics you have found to be key points, areas you have found particularly useful, or any other information you feel will be beneficial to others in the class. Submit your lessons learned paragraph to the lessons learned discussion forum. Weekly Lessons learned are 5 points or 1% worth.

b) Overall Discussions:

Weekly overall discussions are 15 points or 2% worth. Below is the detail.

Possible Points for Participation:

- i. *Good (5 points):* Participated in all discussions with at least one response to each question by Wednesday midnight and two other students' postings for each discussion question by Sunday midnight.
- ii. *Fair (3 points):* Participated in all discussions with at least one response to each question and two other students' postings for each discussion question but participation was held to last possible timeframe (Saturday and Sunday).
- iii. *Poor (1 point):* Participation did not meet the minimum guidelines in # of responses & timeframe.

Possible Points for Knowledge:

- i. *Good (5 points):* All postings demonstrate knowledge of the subject and provide examples.
- ii. *Fair (3 points):* Majority of postings includes knowledge of subject.
- iii. *Poor (1 point):* Postings lack demonstration of knowledge.

Possible Points for Quality:

- i. *Good (5 points):* Statements demonstrate knowledge using text information, provides examples from industry and work experience.
- ii. *Fair (3 points):* Statements demonstrate minimal knowledge.
- iii. *Poor (1 point):* Statements lack clarity and demonstration of knowledge.

Late assignments

I will **NOT** accept late weekly discussions and weekly lessons learned, however I will accept late assignments (homework exercises and final project report) if they are not more than 3 days late. I will still reduce your grade 10% per day for the first three days, a total of 30%. I will not accept the assignments after 3 days of its due date. Assignments due dates will be posted along with your assignments and they are due at midnight (Eastern Standard Time).

Extra Credit Work

There will be **NO** extra credit work assigned in this class.

Criteria for Writing Paper

In case of writing a research paper (final project), APA serves as the primary reference material. Any paper that does not reflect the quality of APA formatting will not get graded and will return to you for second draft. This will result in as if you turned it in 3 days late and late penalty policy will apply. All graded papers need to be written and cited in APA format as summarized in The Little, Brown Compact Handbook.

Learning Team

Each team will consist of 3-5 people depending on the class size. I **WILL** form the teams during Modules 0 & 1 and announce the teams in Blackboard. Once the teams are formed, a team log will be created by one of the team members. Team log will include the contact information of each member such as phone #, e-mail, and home address. Team log then will be posted under each team's forum, which will be dedicated to each team and others will not have access to it.

Teams will be allowed to meet in-person or via teleconference, real-time electronic conferencing, or asynchronous conferencing in Blackboard.

The Learning Team Peer Evaluation form is provided in Blackboard under **Module 19 documents**. This will be submitted to me via the link created in Blackboard at the end of the course. I will utilize this form to assess the relative contribution of team members to the both the processes and products of teams, and to ensure that collaboration skills of individual students are reflected in student evaluations. A multiplier will be determined from these evaluations. For example, each person will be evaluated out of 55 points and there are 4 people in a team. The total potential grade is $4 * 55 = 220$ points. If one team member receives 50 out of 55 points from each team member including her/himself, a total of 200 points is earned. Now, percent grade or the multiplier is $200/220 = 0.9091$ or 90.91%. If the team received 95 total points out of all team assignments, then 95 will be multiplied by 90.91%. The final team assignment grade becomes 86.36. There was a reduction of 10% in the total grade. In order to eliminate the grade reduction, I suggest that you work with your teammates in a professional manner and pull the expected weight for each assignment.

Feedback

Your grades for each weekly assignment will be available in Blackboard along with my comments if necessary. You will also be able to see your cumulative grade in Blackboard as of that point to better manage your grading. Your participation and homework exercise grades will be posted within 2 days or less after their due dates. Quizzes will be graded by Blackboard automatically so you will know the score as soon as you complete it.

As for the participation feedback, you will be receiving the following feedback from me every week if you **don't get 100%**. There will be a summary and also detailed grading feedback for every module. These feedbacks will be sent to you personally via e-mail so it is imperative that you check your e-mail everyday for better communication with me. If you like to dispute on a participation grade, you need to do it within 3 days after you receive your feedback. Other disputes for participations will not be considered!

STUDENT NAME:					
COURSE # & NAME:					
WEEKLY LESSONS LEARNED & DISCUSSION GRADING SUMMARY					
Due Date	Participation Grade	Points Possible	Points Possible in %	Your Score	Your Score in %
Module 1	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 2	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 3	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 4	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 5	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 6	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 7	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 8	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 9	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 10	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 11	Weekly Lessons Learned	NO DISCUSSIONS ASSIGNED			
	Weekly Discussions				
Module 12	Weekly Lessons Learned	NO DISCUSSIONS ASSIGNED			
	Weekly Discussions				
Module 13	Weekly Lessons Learned	NO DISCUSSIONS ASSIGNED			
	Weekly Discussions				
Module 14	Weekly Lessons Learned	NO DISCUSSIONS ASSIGNED			
	Weekly Discussions				
TOTAL:		200	30	0	0

STUDENT NAME:			
COURSE # & NAME:			
Module 1			
Due Date	Weekly Lessons Learned & Discussion Grades		Points Possible
Module 1			
	1. Weekly Lessons Learned		5
	2. Weekly Discussions		15
	a. Participation:		
	Good (5 points)		
	Participated in all discussions with at least one response to each question by Wednesday midnight and two other students' postings per each discussion question by Sunday midnight.		
	Fair (3 points)		
	Participated in all discussions with at least one response to each question and two other students' postings but participation was held to last possible timeframe (Saturday and Sunday).		
	Poor (1 point)		
	Participation did not meet the minimum guidelines in number of responses and timeframe.		
	b. Knowledge:		
	Good (5 points)		
	All postings demonstrate knowledge of the subject and provide examples.		
	Fair (3 points)		
	Majority of postings include knowledge of subject.		
	Poor (1 point)		
	Postings lack demonstration of knowledge.		
	c. Quality:		
	Good (5 points)		
	Statements demonstrate knowledge using text information, provides examples from industry and work experience.		
	Fair (3 points)		
	Statements demonstrate minimal knowledge.		
	Poor (1 point)		
	Statements lack clarity and demonstration of knowledge.		
COMMENTS			

ACADEMIC HONESTY

Students, faculty, and staff are expected to follow established standards of academic integrity and honesty. Academic misconduct entails dishonesty or deception in fulfilling academic requirements and includes but is not limited to cheating, plagiarism, or the furnishing of false information to the University or a University affiliates in matters related to academics. An affiliate of the University is any person, organization, or company who works in conjunction with Lawrence Technological University for the purposes of assisting students in fulfilling their academic requirements. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community have an obligation to report occurrences of dishonesty, each individual is principally responsible for his or her own conduct. **Violation of any of the following standards subjects any student to disciplinary action:**

1. Plagiarism

The term "PLAGIARISM" includes but is not limited to (a) the use, by paraphrase or direct quotation, of the published or unpublished work or creative and/or intellectual property in print, product, or digital media of another person without full and clear acknowledgment; (b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers, reports, or other academic materials; or (c) the appropriating, buying, receiving as a gift, or obtaining by any other means another person's work and the unacknowledged submission or incorporation of it in one's own work. Plagiarism is unethical, since it deprives the true author of his/her rightful credit and then gives that credit to someone to whom it is not due.

Examples include:

- Quoting, paraphrasing, or summarizing written material, even a few phrases, without acknowledgment.
- Failing to acknowledge the source of either a major idea or an ordering principle central to one's own paper.
- Relying on another person's data, evidence, or critical method without credit or permission.
- Submitting another person's work as one's own.
- Using unacknowledged research sources gathered by someone else.
- Copying portions or outcomes of two- or three-dimensional creative property of previously published work.
- Copying items from Internet websites without acknowledgment of the source.

2. Bribery

The term "BRIBERY" includes the offering, giving, receiving, or soliciting of any consideration in order to obtain a grade or other treatment not otherwise earned by the student through his/her own academic performance.

3. Cheating

The term "CHEATING" includes but is not limited to (a) use of or giving to others any unauthorized assistance in taking quizzes or examinations; (b) dependence upon aids beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (d) the unauthorized use of any electronic or mechanical device during any program, course, quiz, or examination or in connection with laboratory reports or other materials related to academic performance.

4. Misrepresentation

The term "MISREPRESENTATION" includes any act or omission undertaken with intent to deceive an instructor for academic advantage. Examples include:

- Using a computer program generated by another and handing it in as one's own work unless expressly allowed by the instructor, lying to an instructor to increase one's grade and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

5. Conspiracy

The term “CONSPIRACY” means planning or acting with one or more persons to commit any form of academic dishonesty in order to gain academic advantage for oneself or another.

6. Fabrication

The term “FABRICATION” means the use of invented information or the falsification of research or other findings with the intent to deceive and thereby gain academic or professional advantage.

7. Multiple Submissions

The term “MULTIPLE SUBMISSIONS” means submitting substantial portions of the same work for credit more than once, unless there is prior explicit consent by the instructor(s) to whom the material is being or has been submitted.

8. Unauthorized Collaboration

The term “UNAUTHORIZED COLLABORATION” means collaborating on projects, papers, computer programs, lab reports, or other academic assignments where the instructor has prohibited such collaboration.

9. Sabotage

The term “SABOTAGE” means deliberately impairing, destroying, damaging, or stealing another’s work or working material. Examples include:

- Destroying, stealing, or damaging another’s lab experiment, computer program, term paper, exam, or project.
- Removing uncharged library materials with the effect that others cannot use them.
- Defacing or damaging library materials with the effect that others cannot use them.
- Hoarding or displacing materials within the library with the effect that others have undue difficulty using them.
- Interfering with the operation of a computer system so as to have an adverse effect on the academic performance of others.

Note: For more information check <http://www.ltu.edu/currentstudents>.

Privacy and Confidentiality

One of the highlights of LTU academic experience is that students can draw on the wealth of examples from their organizations in class discussions and in their written work. However, it is imperative that students not share information that is confidential, privileged, or proprietary in nature. Students must be mindful of any contracts they have agreed to with their companies.

PRACTICAL GUIDELINES FOR CLASS LOAD EXPECTATIONS

A three-credit course generally requires at least nine hours per week of time commitment. Here are some practical guidelines to help schedule your time commitments for this online course:

- A 14-week semester (the Summer semester is compressed into 10 weeks) would require at least 126 hours of time commitment to successfully complete all readings, activities, assignments, and texts as described in this syllabus.
- You should reserve at least 6 hours per week to read the required textbook chapters and resources, participate in online discussions, review presentation materials, and work through online quizzes. This effort will total at least 84 hours over the course of the semester.
- You should organize your remaining time to roughly correspond with the point value of each major assignment. This means that you should plan to spend at least:
 - 8-9 hours preparing your case study review;
 - 24-40 hours working with your group on the three parts of your semester-long project;
 - 8-9 hours working on the various components of your reflective consolidation (final exam).

These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively. The following graphic may be used to guide you in planning your weekly course work to remain on schedule:

Online Learning Schedule						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Read Textbook Chapter (s)						
Answer all Discussion Questions in Weekly Discussion Forums			Participate in Weekly Discussion Forums by interacting with your classmates			
Team Project Work- Coordinate with teammates						
					Quiz	
Instructor Communication- As Needed						

TEAM FINAL PROJECT

There will be three subjects available for the final project. The subjects are:

1. Six Sigma (DMAIC): The following must be included in the final project:
 - a. Introduction about the subject such as history, what industry it is being used, and some success stories from reliable sources.
 - b. Detailed information about each subject such as phases and their definitions. For example, DMAIC has 5 phases such as Define, Measure, Analyze, Improve, and Control). Each phase should be explained in detail along with the tools used in each phase. Examples are always great ways to secure better points.
 - c. Find 3 articles or case studies from reliable sources where this subject is **IMPLEMENTED**. Provide a summary of each article or the case studies. Make sure to include what savings were by comparing before and after states. Attach your articles along with the final project for submission.
 - d. Provide your thoughts, as a team, of this subject in the conclusion section of this project. If you had a chance, would you be willing to implement it in your operations? Why or why not? Include your reasoning to prove your thoughts.
 - e. Make sure to include references with your paper.
 - f. Project will be submitted as Microsoft Word Document single-spaced
2. Design of Experiment: To be determined at a later date
3. Acceptance Sampling: To be determined at a later date

COURSE ASSIGNMENTS

All course assignments (participation, orientation quiz, mid-term and end of course evaluations, quiz, homework, and final project) are to be submitted to Blackboard via link created under Assignments tab for each module.

COURSE ASSIGNMENTS

Module 0

- 1- Get familiar with Blackboard
- 2- Make sure you have the correct textbook, international version is **NOT** accepted
- 3- Post your biography in the Cyber Café forum in Blackboard
- 4- Read the course syllabus very carefully then take the Orientation Quiz. You must have 100% in order to move to Module 1. Orientation Quiz can be taken multiple times, so just retake it when you do not score 100%.

- 5- Interact with your teammates after your instructor forms the teams. Each team will have at least 4 but not more than 5 people. Then one of the team members will have to create the team log including the names of each team member along with e-mail and phone numbers and post the team log in the team's forum which will be provided by your instructor.

Module 1

- 1- Read Chapter 1
- 2- Participate in discussions and post weekly lessons learned in Blackboard
- 3- Complete Quiz 1 from chapter 1 in Blackboard under Assignments Tab/ Module 1

Module 2

- 1- Read Chapter 2
- 2- Participate in discussions and post weekly lessons learned in Blackboard
- 3- Complete Quiz 2 from chapter 2 in Blackboard under Assignments Tab/ Module 2

Module 3

- 1- Read Chapter 3
- 2- Participate in discussions and post weekly lessons learned in Blackboard
- 3- Complete Quiz 3 from chapter 3 in Blackboard under Assignments Tab/ Module 3

Module 4

- 1- Read Chapter 4
- 2- Participate in discussions and post weekly lessons learned in Blackboard
- 3- Complete Quiz 4 from chapter 4 in Blackboard under Assignments Tab/ Module 4

Module 5

- 1- Read Chapter 5
- 2- Participate in discussions and post weekly lessons learned in Blackboard
- 3- Complete Quiz 5 from chapter 5 in Blackboard under Assignments Tab/ Module 5
- 4- Complete Team Homework Exercise 1 from chapters 1, 2, 3, 4, & 5 and submit it through the link in Blackboard under Assignments Tab/ Module 5. One submission per team. Homework questions assigned are:

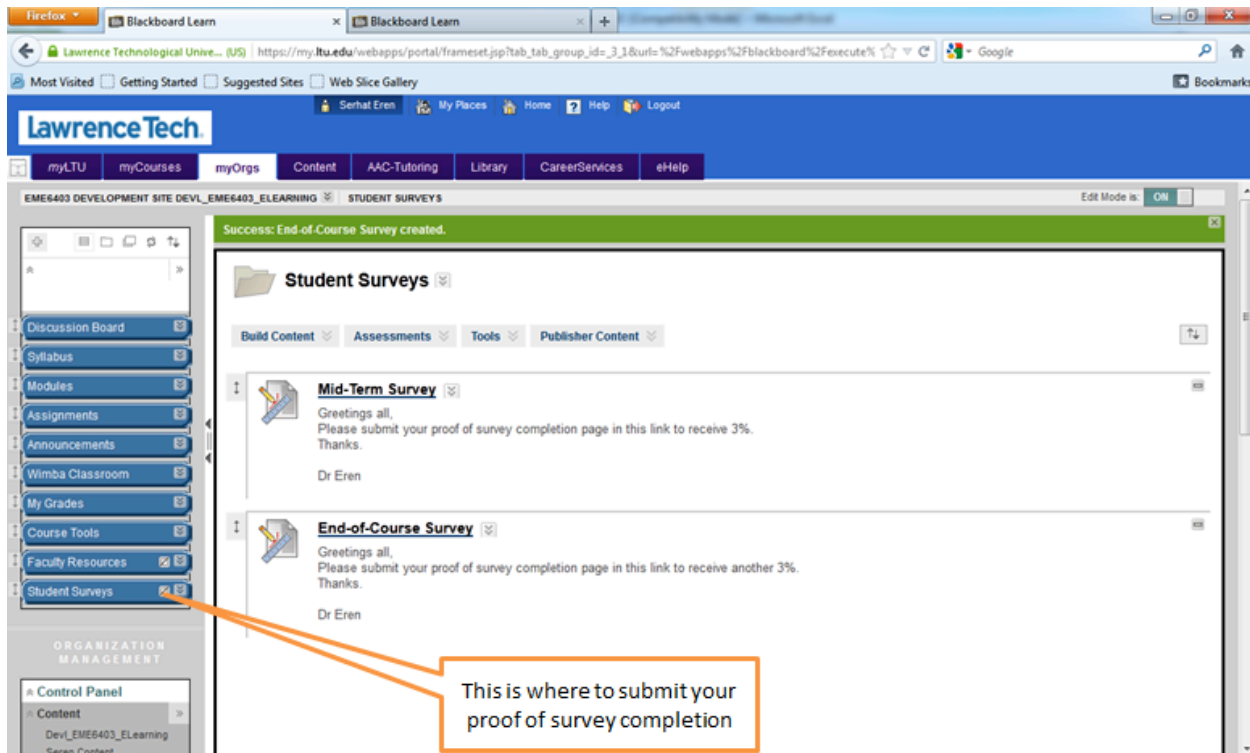
Chapter #1: Question 1.31 on Page 47
Chapter #2: Question 2.10 on Page 63
Chapter #3: Questions 3.42 & 3.44 on Page 106
Chapter #4: Questions 4.20 & 4.24 on Page 178
Chapter #5: Questions 5.24 & 5.29 on Pages 232 & 233

Module 6

- 1- Read Chapter 6
- 2- Participate in discussions and post weekly lessons learned in Blackboard
- 3- Complete Quiz 6 from chapter 6 in Blackboard under Assignments Tab/ Module 6

Module 7

- 1- Read Chapter 7
- 2- Participate in discussions and post weekly lessons learned in Blackboard
- 3- Complete Quiz 7 from chapter 7 in Blackboard under Assignments Tab/ Module 7
- 4- Complete the Mid-Term Course Evaluation Survey in Blackboard. You **MUST** submit a proof of your submission through the link provided under Student Surveys Tab to receive your 3% credit. Simply get the print screen of your submission page, save it in a word document, and attach that word document to the link as soon as completing the survey. See below where the student survey tab is located:



Module 8

- 1- Read Chapter 8
- 2- Participate in discussions and post weekly lessons learned in Blackboard
- 3- Complete Quiz 8 from chapter 8 in Blackboard under Assignments Tab/ Module 8

Module 9

- 1- Read Chapter 9
- 2- Participate in discussions and post weekly lessons learned in Blackboard
- 3- Complete Quiz 9 from chapter 9 in Blackboard under Assignments Tab/ Module 9

Module 10

- 1- Read Chapter 10
- 2- Participate in discussions and post weekly lessons learned in Blackboard
- 3- Complete Quiz 10 from chapter 10 in Blackboard under Assignments Tab/ Module 10
- 4- Complete Team Homework Exercise 2 from chapters 6, 7, 8, 9, & 10 and submit it through the link in Blackboard under Assignments Tab/ Module 10. One submission per team. Homework questions assigned are:

Chapter #6: Questions 6.6 & 6.28 on Pages 280 & 286
Chapter #7: Questions 7.16 & 7.40 on Pages 346 & 348
Chapter #8: Questions 8.6 & 8.8 on Page 404
Chapter #9: Questions 9.10 & 9.12 on Page 445
Chapter #10: Questions 10.10 & 10.12 on Page 505

Module 11

- 1- Read Chapter 11
- 2- Complete Quiz 11 from chapter 11 in Blackboard under Assignments Tab/ Module 11

Module 12

- 1- Read Chapter 12
- 2- Complete Quiz 12 from chapter 12 in Blackboard under Assignments Tab/ Module 12

Module 13

- 1- Read Chapter 13
- 2- Complete Quiz 13 from chapter 13 in Blackboard under Assignments Tab/ Module 13

Module 14

- 1- Read Chapter 14
- 2- Complete Quiz 14 from chapter 14 in Blackboard under Assignments Tab/ Module 14

Module 15

- 1- Read Chapter 15
- 2- Complete Quiz 15 from chapter 15 in Blackboard under Assignments Tab/ Module 15

Module 16

- 1- Read Chapter 16
- 2- Complete Quiz 16 from chapter 16 in Blackboard under Assignments Tab/ Module 16
- 3- Complete Team Homework Exercise 3 from chapters 11, 12, 13, 14, 15, & 16 and submit it through the link in Blackboard under Assignments Tab/ Module 16. One submission per team. Homework questions assigned are:

Chapter #11: Questions 11.10 & 11.12 on Page 540
Chapter #12: Questions 12.8 & 12.10 on Pages 559 & 560
Chapter #13: Question 13.22 on Page 615
Chapter #14: Question 14.18 on Page 644
Chapter #15: Question 15.24 on Page 687
Chapter #16: Question 16.2 on Page 707

Module 17

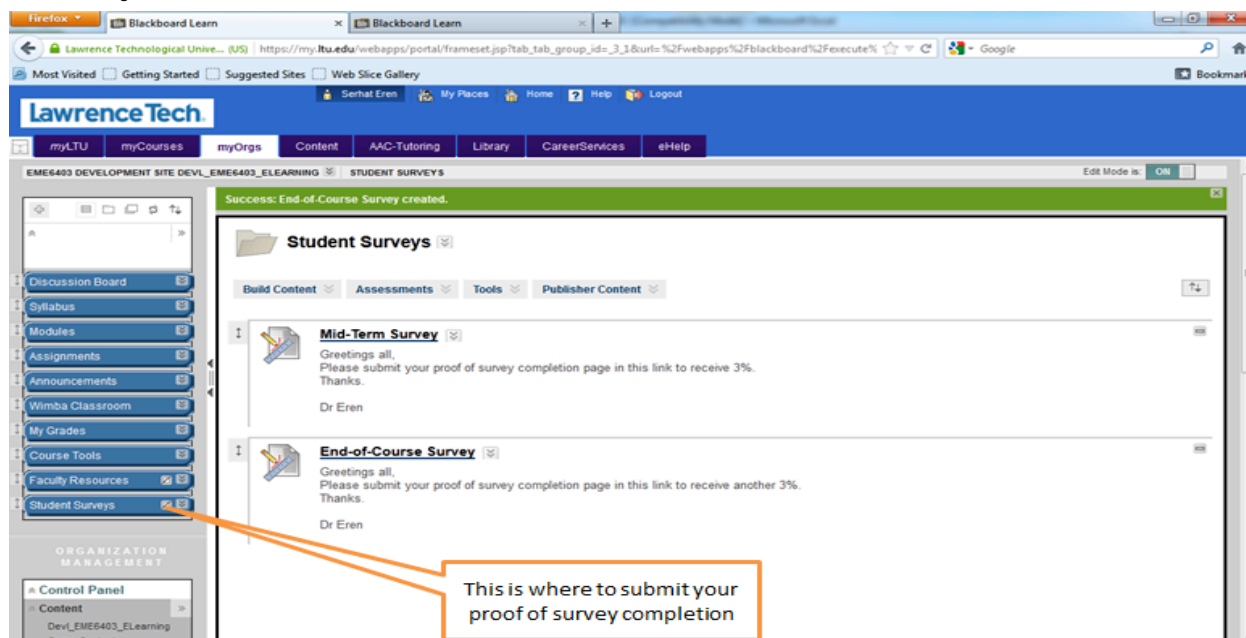
- 1- Preparing for the team final project
- 2- Read APA rules for final project paper

Module 18

- 1- Preparing for the team final project
- 2- Read APA rules for final project paper

Module 19

- 1- Submit the Final Project Report through the link in Blackboard under Assignments Tab/ Module 19
- 2- Complete the End-of-Term Course Evaluation Survey in Blackboard. You **MUST** submit a proof of your submission through the link provided under Student Surveys Tab to receive your 3% credit. Simply get the print screen of your submission page, save it in a word document, and attach that word document to the link as soon as completing the survey. See below where the student survey tab is located:



SUMMARY OF COURSE ASSIGNMENTS & AGENDA

Module	Topic Outline	Activity		
		"Theory"	"Practice"	Assessment
0 (course orientation)	1. Blackboard 2. Orientation Quiz 3. Syllabus 4. Textbook 5. Biography 6. Recorded Lectures 7. Teaming	1. Get familiar with Blackboard. 2. Read Syllabus 3. Check textbook's ISBN#. 4. Post Bio in Blackboard	1. Group discussions 2. Interacting with instructor	1. Orientation Quiz
1	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint Presentation 5. Recorded Lectures 6. Videos if available	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch Recorded Lectures 6. Watch video if available	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Interact with instructor 5. Analyze 6. Synthesize	1. Discussion board grader 2. Quiz
2	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint Presentation 5. Recorded Lectures 6. Videos if available	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch Recorded Lectures 6. Watch video if available	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Interact with instructor 5. Analyze 6. Synthesize	1. Discussion board grader 2. Quiz
3	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint Presentation 5. Recorded Lectures 6. Videos if available	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch Recorded Lectures 6. Watch video if available	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Interact with instructor 5. Analyze 6. Synthesize	1. Discussion board grader 2. Quiz
4	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint Presentation 5. Recorded Lectures 6. Videos if available	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch Recorded Lectures 6. Watch video if available	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Interact with instructor 5. Analyze 6. Synthesize	1. Discussion board grader 2. Quiz

Activity				
Module	Topic Outline	"Theory"	"Practice"	Assessment
5	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint Presentation 5. Recorded Lectures 6. Videos if available 7. Homework Exercise	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch Recorded Lectures 6. Watch video if available 7. Solve Exercises	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Interact with instructor 5. Analyze 6. Synthesize 7. Solve	1. Discussion board grader 2. Quiz 3. Paper for homework assignment
6	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint Presentation 5. Recorded Lectures 6. Videos if available	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch Recorded Lectures 6. Watch video if available	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Interact with instructor 5. Analyze 6. Synthesize	1. Discussion board grader 2. Quiz
7	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint Presentation 5. Recorded Lectures 6. Videos if available	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch Recorded Lectures 6. Watch video if available	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Interact with instructor 5. Analyze 6. Synthesize	1. Discussion board grader 2. Quiz
8	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint Presentation 5. Recorded Lectures 6. Videos if available	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch Recorded Lectures 6. Watch video if available	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Interact with instructor 5. Analyze 6. Synthesize	1. Discussion board grader 2. Quiz
9	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint Presentation 5. Recorded Lectures 6. Videos if available	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch Recorded Lectures 6. Watch video if available	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Interact with instructor 5. Analyze 6. Synthesize	1. Discussion board grader 2. Quiz
10	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint Presentation 5. Recorded Lectures 6. Videos if available 7. Homework Exercise	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch Recorded Lectures 6. Watch video if available 7. Solve Exercise	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Interact with instructor 5. Analyze 6. Synthesize 7. Solve	1. Discussion board grader 2. Quiz 3. Paper for homework assignment
11	1. Textbook 2. PowerPoint Presentation 3. Recorded Lectures 4. Videos if available	1. Interact with others 2. Read textbook 3. Play PowerPoint presentation 4. Watch Recorded Lectures 5. Watch video if available	1. Ask questions 2. Share your thoughts 3. Interact with instructor 4. Analyze 5. Synthesize	1. Quiz
12	1. Textbook 2. PowerPoint Presentation 3. Recorded Lectures 4. Videos if available	1. Interact with others 2. Read textbook 3. Play PowerPoint presentation 4. Watch Recorded Lectures 5. Watch video if available	1. Ask questions 2. Share your thoughts 3. Interact with instructor 4. Analyze 5. Synthesize	1. Quiz
13	1. Textbook 2. PowerPoint Presentation 3. Recorded Lectures 4. Videos if available	1. Interact with others 2. Read textbook 3. Play PowerPoint presentation 4. Watch Recorded Lectures 5. Watch video if available	1. Ask questions 2. Share your thoughts 3. Interact with instructor 4. Analyze 5. Synthesize	1. Quiz
14	1. Textbook 2. PowerPoint Presentation 3. Recorded Lectures 4. Videos if available	1. Interact with others 2. Read textbook 3. Play PowerPoint presentation 4. Watch Recorded Lectures 5. Watch video if available	1. Ask questions 2. Share your thoughts 3. Interact with instructor 4. Analyze 5. Synthesize	1. Quiz

Activity				
Module	Topic Outline	“Theory”	“Practice”	Assessment
15	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint Presentation 5. Recorded Lectures 6. Videos if available	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch Recorded Lectures 6. Watch video if available	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Interact with instructor 5. Analyze 6. Synthesize	1. Quiz
16	1. Textbook 2. PowerPoint Presentation 3. Recorded Lectures 4. Videos if available	1. Interact with others 2. Read textbook 3. Play PowerPoint presentation 4. Watch Recorded Lectures 5. Watch video if available	1. Ask questions 2. Share your thoughts 3. Interact with instructor 4. Analyze 5. Synthesize	1. Quiz
17	1. Final Project Related Materials	1. Interact with others 2. Read papers for final project	1. Ask questions 2. Share your thoughts 3. Interact with instructor 4. Analyze 5. Synthesize	1. Part of Final Project Paper
18	1. Final Project Related Materials	1. Interact with others 2. Read papers for final project	1. Ask questions 2. Share your thoughts 3. Interact with instructor 4. Analyze 5. Synthesize	1. Part of Final Project Paper
19	1. Final Project	1. Interact with others 2. Read papers for final project	1. Ask questions 2. Share your thoughts 3. Interact with instructor 4. Analyze 5. Synthesize 6. Write team final paper using APA guideline	1. Complete Paper for Final Project

SYLLABUS ADDENDA

Please see the LTU Online “Current Students” web site <http://www.ltu.edu/ltuonline/> for comprehensive information about Lawrence Tech’s academic services, library services, student services, and academic integrity standards. The content of this web site is explicitly included in these syllabus requirements.

The LTU Online “Current Students” web site also includes grading rubrics used by your instructor to evaluate written assignments, discussion forum participation, and group assignments. Please note that the SafeAssign anti-plagiarism product will be used for written assignments submitted for this course. Please see the instructions included on the [eHelp web site](#) regarding the use of the SafeAssign product.

Undergraduates: Leadership Transcripts

The leadership transcript enables students to track co-curricular activities that are undertaken above and beyond the requirements of the LTU curriculum. The leadership transcript serves students by enhancing the leadership portfolio; providing the opportunity for a transcript of distinction; enhancing their resumes; and assisting in articulating leadership experience. It can be accessed by logging on to Banner Web and clicking the Student and Financial Aid tab. Leadership Activities is located at the bottom of the list. More information is available at <http://www.ltu.edu/leadership>.