

# Procurement and Acquisitions Management PROC-5000

S1 2021 Section FL 3 Credits 01/04/2021 to 03/05/2021 Modified 12/21/2020

## Meeting Times

Wednesdays evenings via ZOOM: 6PM to 10PM Eastern Standard Time,

First Class is Wednesday 1-6-21

**Class will meet via Zoom - the link will be posted in WorldClassroom**

## Contact Information

Instructor: Walter Timm,

Email: [waltertimm76@webster.edu](mailto:waltertimm76@webster.edu) or [waltertimmjr@gmail.com](mailto:waltertimmjr@gmail.com),

Phone: 910-358-0597 **text or call anytime**. If you call and I do not answer, please send a text (with your name) and I will return your call ASAP

## Description

This course is an overview of acquisitions and materials management. Students examine the functional roles of those individuals having responsibility in this area. The course includes discussion of acquisition law, operations management, pricing, negotiations, and logistics.

### Requisites

None

## Outcomes

The following is a list of the learning outcomes for the course:

- The students will understand and be able to explain the important terminology, facts, concepts, principles, and theories used in the field of Procurement and Acquisition Management. These will consist of the mandatory topics taught in the pre-requisite, advanced core courses, and integrative capstone course.
- The students will understand be able to analyze and apply the core concepts and principles of Purchasing as the foundation for Supply Management and explain, demonstrate, and evaluate the value of Supply Management to the organization; and to compare and contrast the procurement and acquisition principles and practices of commercial/industrial firms.
- The students will understand and be able to explain, analyze, critique, and apply research oriented approaches, case studies, and the use of situational analyses as appropriate in the study of procurement and acquisition management situations.
- The student will understand and be able to demonstrate the ability to properly write, prepare and submit a logically organized writing project. This writing effort must demonstrate the ability to communicate, in writing, at the graduate level.

## Required Textbook

### Purchasing & Supply Chain Management

Author: Monczka, Handfield

Publisher: Cengage

Edition: 6th

ISBN: 978-1285869681

## Materials

Textbook title and ISBN posted here:

<http://www.bkstr.com/websteronlinestore/home>

Start here - follow drop down menus

## Deliverables

### Mid-Term Essay Exam: Chapters 1-10

The Mid-Term exam is 30% of your grade

### Final Exam #2: Chapters 11-20

The Final exam is 30% of your grade

### Team Project Report:

The Team project will be more specifically defined during class and is 20% of your grade.

### Weekly Research Article Review (1/3 page typed)

You will write a summary of **two** articles **each week** on 1/3 page typed. You will give a 2 minute review of one of the articles to the class. The written summary and presentation is worth 10% of your grade

Class Participation 10%

## Evaluation

Type	Weight	Topic
Mid-Term	30.00%	Chapters 1-10
Final	30.00%	Chapters 11-20
Supply Management Project	20.00%	Report/Presentation
Article/Research Review	10.00%	Presentation
Class Participation	10.00%	Participation

## Schedule

Week	Topics	Chapter
Lecture	· Introduction n Management	1, 2
Week 1	<ul style="list-style-type: none"> <li>· Review course syllabus, class requirements and grading</li> <li>· Chapter 1: Introduction to Purchasing &amp; Supply Chain Management               <ul style="list-style-type: none"> <li>◦ The Competitive Environment: Purchasing has increased Importance</li> <li>◦ Supply Chain Terminology: the "evolution"</li> </ul> </li> <li>· Chapter 2: The Purchasing Process               <ul style="list-style-type: none"> <li>◦ Purchasing Objectives</li> <li>◦ Strategic Supply Mgt Roles &amp; Responsibilities</li> <li>◦ Improving the Procure-to-Pay Process</li> </ul> </li> <li>· Student Weekly Research Reading Assignment: Select two from those listed on Attachment 1 <u>or research a new article on your own</u>. Summarize each article on a 1/3 typed page</li> </ul>	

Lecture	· Student Weekly Research Reading Report 1	3,4,5
Week 2	<ul style="list-style-type: none"> <li>· Chapter 3: Purchasing Policy &amp; Procedures</li> <li>◦ Policy vs. Procedure: What is the difference?</li> <li>· Chapter 4: Supply Management Integration for Competitive Advantage</li> <li>◦ Internal Integration</li> <li>◦ External Integration</li> <li>· Chapter 5: Purchasing &amp; Supply Management Organization</li> <li>◦ Centralized or Decentralized: That is the question.</li> <li>◦ Organizational Structure &amp; Job Tasks</li> <li>◦ Strategic &amp; Operational Purchasing</li> <li>◦ Purchasing vs. Supply Chain Mgt</li> <li>· Student Weekly Research Reading Assignment: Select two from those listed on Attachment 1 <u>or research a new article on your own</u>. Summarize each article on a 1/3 typed page</li> </ul>	
Lecture	· Student Weekly Research Reading Report 2	6,7,8
Week 3	<ul style="list-style-type: none"> <li>· Chapter 6: Category Strategy Development</li> <li>◦ Aligning Supply Mgt &amp; Enterprise Objectives</li> <li>◦ Category Strategies vs. Strategic Sourcing</li> <li>◦ Types of Supply Mtg. Strategies</li> <li>· Chapter 7: Supplier Evaluation &amp; Selection</li> <li>◦ Supplier Evaluation &amp; Selection Process</li> <li>◦ Key Sourcing Requirements &amp; Potential Supply Sources</li> <li>◦ Preferred Certified vs. Partnered Suppliers</li> <li>◦ Total Quality Performance, Systems, &amp; Philosophy</li> <li>· Chapter 8: Supplier Quality Management</li> <li>◦ Using TQM</li> <li>◦ Other Quality Systems</li> <li>· Student Weekly Research Reading Assignment: Select two from those listed on Attachment 1 <u>or research a new article on your own</u>. Summarize each article on a 1/3 typed page</li> </ul>	

Lecture	· Student Weekly Research Reading Report 3	9,10
Week 4	<ul style="list-style-type: none"> <li>· Chapter 9: Supplier Mgt &amp; Development</li> <li>◦ Supplier Performance Measurement</li> <li>◦ Supplier Improvement Process</li> <li>◦ Overcoming Barriers to Supplier Development</li> <li>◦ Managing Sustainability in the Supply Base</li> <li>· Chapter 10: Worldwide Sourcing</li> <li>◦ Changing Global Dynamics &amp; Challenges</li> <li>◦ Worldwide Sourcing Timeline</li> <li>◦ Worldwide Sourcing Lingo</li> <li>◦ Global Sourcing Philosophy</li> <li>· <b>Mid-Term Exam: Chapters 1-10: Exam will be posted tomorrow morning and email the exam to me on or before the next class</b></li> </ul>	
Lecture	· Chapter 11: Strategic Cost Management	11,12
Week 5	<ul style="list-style-type: none"> <li>◦ A Structured Approach to Cost Management <ul style="list-style-type: none"> <li>▪ Price Analysis</li> <li>▪ Cost Analysis Techniques</li> <li>▪ Building a Should-Cost Model</li> <li>▪ Total Cost Ownership</li> <li>▪ Collaborative Approaches to Cost Management</li> </ul> </li> <li>· Chapter 12: Purchasing &amp; Supply Chain Analysis</li> <li>◦ Project Management</li> <li>◦ Learning-Curve Analysis</li> <li>◦ Value Analysis/Value Engineering</li> <li>◦ Quantity Discount Analysis</li> <li>◦ Process Mapping &amp; Value Stream Mapping</li> <li>· Student Weekly Research Reading Assignment: Select two from those listed on Attachment 1 <u>or research a new article on your own</u>. Summarize each article on a 1/3 typed page</li> </ul>	
Lecture	· Student Weekly Research Report 4	13,14
Week 6	<ul style="list-style-type: none"> <li>· Chapter 13: Negotiation &amp; Conflict Management</li> <li>◦ Negotiation Framework</li> <li>◦ Negotiation Planning</li> <li>◦ Negotiation Power</li> <li>◦ Negotiation Tactics &amp; Concessions</li> <li>· Chapter 14: Contract Management</li> <li>◦ Types of Contracts</li> <li>◦ Settling Contractual Disputes</li> </ul>	

Lecture	· TEAM PRESENTATIONS	15,16
Week 7	<ul style="list-style-type: none"> <li>· Chapter 15: Purchasing Law &amp; Ethics <ul style="list-style-type: none"> <li>◦ Legal Authority &amp; Personal Liability of the Purchasing Manager</li> <li>◦ Contract Law</li> <li>◦ The Uniform Commercial Code</li> <li>◦ Patents &amp; Intellectual Property</li> <li>◦ Purchasing Ethics</li> <li>◦ Corporate Social Responsibility</li> </ul> </li> <li>· Chapter 16: Lean supply chain Management <ul style="list-style-type: none"> <li>◦ Understanding Supply Chain Inventory</li> <li>◦ The Right &amp; Wrong Reasons for Investing in Inventory</li> <li>◦ Creating a Lean Supply Chain &amp; Six Sigma</li> <li>◦ Approaches for Managing Inventory Investment</li> <li>◦ Delivering the Perfect Customer Order</li> <li>◦ Student Weekly Research Reading Assignment: Select two from those listed on Attachment 1 <u>or research a new article on your own</u>. Summarize each article on a 1/3 typed page</li> </ul> </li> </ul>	
Lecture	· Student Weekly Research Report 5	17,18
Week 8	<ul style="list-style-type: none"> <li>· Chapter 17: Purchasing Services <ul style="list-style-type: none"> <li>◦ Transportation Management</li> <li>◦ Outsourcing Logistics to Third-Party Logistics Providers</li> <li>◦ Indirect Spending</li> <li>◦ Sourcing Professional Services</li> </ul> </li> <li>· Chapter 18: Supply Chain Information Systems &amp; Electronic Sourcing <ul style="list-style-type: none"> <li>◦ The E-Supply Chain</li> <li>◦ Drivers of New Supply Chain Systems &amp; Applications</li> <li>◦ Enterprise Resource Planning (ERP)</li> <li>◦ Electronic Data Interchange (EDI)</li> <li>◦ E-Sourcing</li> <li>◦ Internal &amp; External Systems Integration</li> <li>◦ Collaboration &amp; Big Data</li> </ul> </li> <li>· <b>Final Exam: Chapters 12-22: Exam will be posted tomorrow morning and email to me on or before the next class</b></li> </ul>	

Lecture	· Chapter 19: Performance Measurement & Evaluation	19,20
Week 9	<ul style="list-style-type: none"> <li>◦ Why Measure &amp; Evaluate Supply Chain Performance?</li> <li>◦ Problems</li> <li>◦ Categories</li> <li>◦ Developing a Performance &amp; Evaluation System</li> <li>◦ Benchmarking</li> </ul>	
	<ul style="list-style-type: none"> <li>· Chapter 20: Purchasing &amp; Supply Chain Strategy Trends</li> <li>◦ More Complexity</li> <li>◦ More Multi Customer Supply Networks</li> <li>◦ Leveraging E-System Technology</li> <li>◦ Collaborating Internally &amp; Externally</li> </ul>	
	<p><b>ONLINE EVALUATION:</b> <a href="https://evaluation.webster.edu">https://evaluation.webster.edu</a> - available weeks 8 &amp; 9, posted in WorldClassroom as well</p>	

**Suggested Readings** for Property & Acquisitions Course: Research Reading Assignment

**and/or find others:**

Google these search titles *and many interesting articles will appear*. Select at least two per class session: Read and summarize the information and end it with your comments on its potential impact on pricing, markets and the company:

1. supply management articles
2. free online project scheduling
3. supply chain management excel templates
4. inventory management templates for excel
5. free excel templates for inventory management
6. sustainable operations and supply chain strategy
7. developing a sustainable supply chain strategy
8. product design criteria
9. product design evaluation criteria
10. product evaluation criteria template
11. evaluation criteria examples for product design
12. capacity management tools
13. capacity planner download
14. learning curve theory
15. learning curve theory project management
16. learning curve project management example
17. manufacturing process flow design
18. manufacturing process flow diagram
19. manufacturing process flow diagram template
20. facility layout in operations management
21. operations management layout examples
22. layout strategies in operations management
23. service process design example
24. service process design operations management
25. waiting line analysis and simulation
26. queuing theory examples
27. process analysis articles
28. lean supply chains
29. logistics and supply chain management
30. global sourcing advantages and disadvantages
31. what are the strategic benefits and risks of global sourcing
32. enterprise resource planning examples
33. enterprise resource planning software
34. forecasting and demand management
35. forecasting software
36. forecasting methods

37. inventory management templates for excel
38. free excel templates for inventory management
39. free work center scheduling software
40. work center scheduling objectives
41. theory of constraints
42. theory of constraints examples
43. changing tastes blamed for slide at mcdonald's
44. mcdonalds breakfast success
45. changing food tastes
46. changing food tastes in china
47. fast food goes healthy and whole hog
48. oreo maker changing tastes
49. macy's sets its sights on china
50. walmart business model crumbles
51. walmart pay
52. sustainable competitive advantage
53. understanding your competitors
54. how do you evaluate a competing product
55. private car ownership on road to rarity
56. are driverless cars taking us to the jetsons
57. ceo cook: skill is why apple products made in china
58. ups, fedex draw fire after christmas delivery problems
59. jeff bezos rocket lands safely after space flight
60. reusable rocket
61. mastercard paypass
62. third time's a charm for ups at christmas, but fedex stumbles
63. [us postal service learns how to adapt to new-age ...](#)
64. Did Jeff Bezos's heavy hand doom Amazon's Fire Phone
65. reducing wait times chick fil
66. QSR drive thru performance study – QSR magazine
67. reducing wait times restaurants
68. slow productivity growth could hurt the economy
69. Honda's incredible new private jet took 30 years to develop and is designed to look like a woman's shoe
70. Plastics by the Numbers
71. china pollution pictures
72. india air pollution pictures
73. taxpayers stuck with tab for insurance losses
74. us repeals meat labeling law
75. 3 billion wasted on unused cancer drugs
76. overspending driven by oversized single dose vials of cancer drugs

## \* Course Policies

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Students are expected to have read, and be prepared to discuss the textbook chapters listed each week. In order to be awarded the full numeric values accumulated from the graded course requirements the student must demonstrate preparation for each week's lecture. All assignments are due at the beginning of class.

Readings are the basis of the lecture, in class exercises, and case studies. Failure to be prepared could result in reduction of one's final grade. The time in class will be spent on discussion of text material, exercises and case studies. Some exercises may be completed during class, but most will be completed outside class. If a class is missed, the student will be responsible for completing the out of class exercise on time. Of course, in-class exercises cannot be made up if a class is missed.

Additional homework will be required to include research on Procurement & Supply Management. The goal is to help students' gain a deeper understanding of the changing competitive market environment.

*Please silence all cell phones during class (set to vibrate for emergency calls is acceptable). Even while meeting remotely a ringing phone can be distracting.*

## Institutional Policies

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### Academic Policies



Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

### Undergraduate Studies Catalog

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The *academic policies and information* section of the catalog contains important information related to **attendance, conduct, academic honesty, grades, and more**. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/undergraduate-catalog/> (<http://www.webster.edu/catalog/current/undergraduate-catalog/>)

### Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The *academic policies* section of the catalog contains important information related to **conduct, academic honesty, grades, and more**. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/graduate-catalog/> (<http://www.webster.edu/catalog/current/graduate-catalog/>)

## Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>  
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>)

### Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

### Grade Appeals

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

## Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University's Academic Honesty Policy is published in academic catalogs:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>  
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>)

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

[http://www.webster.edu/arc/plagiarism\\_prevention/](http://www.webster.edu/arc/plagiarism_prevention/) ([http://www.webster.edu/arc/plagiarism\\_prevention/](http://www.webster.edu/arc/plagiarism_prevention/))

## Statement of Ethics



Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

#### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>)

#### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html> (<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html>)

## Contact Hours for this Course

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, the content must be covered at another time.

## Important Academic Resources

### Academic Accommodations

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or [disability@webster.edu](mailto:disability@webster.edu) (<mailto:disability@webster.edu>).

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

### Academic Resource Center

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit [www.webster.edu/arc](http://www.webster.edu/arc) (<http://www.webster.edu/arc>) or Loretto Hall 40 on the main campus for more information.

### Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at <http://www.webster.edu/success/students.html> (<http://www.webster.edu/success/students.html>).

### University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is <http://library.webster.edu> (<http://library.webster.edu>). For support navigating the library's resources, see <http://libanswers.webster.edu/> (<http://libanswers.webster.edu/>) for the many ways to contact library staff.

## Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

#### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html> (<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>).

Academic Calendar - <http://www.webster.edu/academics/academic-calendar/> (<http://www.webster.edu/academics/academic-calendar/>).

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the “Tuition, Fees, and Refunds” section of Webster’s Academic Catalogs:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>).

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html> (<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html>).

## Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

<http://www.webster.edu/student-handbook/> (<http://www.webster.edu/student-handbook/>).

### Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

<http://www.webster.edu/sexual-misconduct/> (<http://www.webster.edu/sexual-misconduct/>).

## Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

<http://www.webster.edu/irb/index.html> (<http://www.webster.edu/irb/index.html>).

## Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

## Important Technology Information

### Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

<http://www.webster.edu/technology/service-desk/> (<http://www.webster.edu/technology/service-desk/>).

### WorldClassRoom

WorldClassRoom is Webster’s Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

<https://worldclassroom.webster.edu/> (<https://worldclassroom.webster.edu/>).

### Webster Alerts

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

<http://www.webster.edu/technology/services/webster-alerts/> (<http://www.webster.edu/technology/services/webster-alerts/>).

## Campus Information

Due to the Education Centers not re-opening in the DC region for this term ***please*** meet via Zoom for the Spring 1 term.

Instructors will post the meetings in WorldClassroom/Canvas for students to log in each week (added security measure). On the left side with all the hyperlinks there will be one for Zoom.

We recommend Chrome for the browser and please mute yourself when not speaking, also only you are able to unmute yourselves in Zoom. If there are many participants it also might be wise to disengage video too (or if bad weather) if low band width messages continually appear.

## Additional Items

**Emerson Library:** [library.webster.edu](http://library.webster.edu)

There is a live chat feature - home page, contact a librarian (middle of page, middle box): Chat with a librarian on left side (might have to scroll down a bit) - accessible 24 hours a day.

The WSBT subject librarian is:

Business & Management	<a href="#">Mary Anne Erwin</a>	800-985-4279	<a href="mailto:maerwin@webster.edu">maerwin@webster.edu</a>
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Please use these excellent resources