

IME 4200: Modern Industrial Practices
Summer I: 8:30 – 5:00, May 04 through June 24, 2009

Instructor: Professor, Fred Z Sitkins

Office: F-231 Parkview or E-211 Advising office

Office Hours: By arrangement

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IME 4200 Catalog Description, 2003-2005 Students will observe and analyze actual supervisory and managerial functions in industrial and service establishments. Conference procedures will be used in exploring many facets of supervisory and managerial practices and procedures.

Purpose and Objectives of this course:

Through course activities – industry visits and tours, research, written assignments, oral presentations, team activities, discussions, etc. – students will:

- Explore a variety of industrial and service related processes and systems (a,e)
- Better understand industrial practices, management approaches, constraints, etc. (a,b,c,e,i,k)
- Explore the social and ethical dimensions related to choices and practices. (f,h,j)
- Understand professional communication, adaptation and appropriate responses. (g,h)
- Practice collaborative learning and effective teamwork. (d)

A successful student will come into this course having the following

Prerequisite knowledge:

- Understand the principles of objective information gathering techniques.
- Knowledge of logical organization and communication skills
- Broad knowledge of industrial processes and practices
- Basic knowledge of supervisory and managerial functions
- Personal ethical standards.

Materials:

There is no required textbook. You should always have a way of recording notes, method optional. A pair of safety glasses will be provided. If lost, a \$3.00 fee is required.

Evaluation:

Final grades will be assigned according to the following criteria:

| | |
|-----------------------------------|-----|
| Tour attendance and participation | 40% |
| Host duties/Drivers | 10% |
| Individual papers | 30% |
| Review & critique of reports | 10% |
| Self-assessment | 10% |

100%

The grading criteria and specifics will be discussed and/or identified in appropriate handouts

Grading scale:

| | | | |
|--------------|--------------|-------------|--------------|
| A = 92 – 100 | BA = 87 – 91 | B = 82 – 86 | CB = 77 – 81 |
| C = 72 – 76 | DC = 67 – 71 | D = 62 – 66 | E = below 60 |

Tour attendance and participation Unless you obtain an approved absence beforehand, you must attend all tours. You should have researched the companies and have gained an insight about their product's and operational methods. Participation includes but is not limited to asking intelligent questions and offering your observations either during the tour or in class discussions before or after the tour. You will be writing a trip report. Details will be explained in class. Professional behavior during the company visits is expected and required. Please dress appropriately at all times. Business casual is recommended. Have ID with you for security screening as necessary. Be on time, we will not wait for you either before or after the tour. Please consider the effects of cologne, smoking odors, snacking and cell phone use on others. Unless other arrangements are made, we will each be responsible for lunch.

Host Duties: each student is required to act as a tour host. You will be a part of a two or more person team. Generally; you will make early contact with the company you are assigned, to make arrangements for directions, parking, safety issues, appropriate dress, contact names and information, specifics of the tour including what we are expected to see and hear at the time of the tour. What does the company expect of us, etc. Someone is responsible for a thank you note with an approved copy to your instructor.

Drivers: Certain drivers will be selected to drive the three vans being used for class transportation. The vehicles must be picked up and returned every day. A driver must have a valid driver's license and a good driving record. Details will be defined as needed.

Reports: A one-page, double-spaced, 250 words maximum, trip report is expected on the Monday after each tour. Details to be provided. **You MUST e-mail your report to the instructor.** Fred.sitkins@wmich.edu. He will distribute for review

Review of classmate reports: Each report will be distributed to at least two classmates for review. They are expected to use the SII methodology to clearly state the strengths, areas of improvement and insights gained by a type written SII evaluation attached to the original report. Details to be provided. **These will be turned in on Friday** (exception: The last tour report on June 19)

Self-Assessments: Reviews will be returned to the originator for his/her self-assessment. **A one-page self-reflection will be required each Friday.**

Final evaluation: The primary considerations in grading your participation and overall performance will be the level of genuine and original thought, insight and personal growth demonstrated.