Logistics Fundamentals

**Director:**

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http://www.effinghamschools.com/Page/25177
Remind (Message Service): Text logisticsf to 81010

**Course Information:**

**Career Cluster:** Transportation, Distribution, & Career Cluster

**Pathway:** Distribution and Logistics Pathway

**Pre-requisites:** Advisor Approval

**Course Description:** The Logistics Fundamentals course is the foundational course for the Distribution and Logistics pathway. Employment opportunities in the transportation, distribution, and logistics fields will be explored. In this course, the students will be exposed to all areas of distribution and logistics. Basic skills in all of the above mentioned areas will be taught. Students completing this pathway are required to complete the following courses in order with a score of 70 or higher:

1. Logistics Fundamentals
2. Logistics Operations
3. Materials Management

This course will be a year long course. The standards for this course will be posted in the classroom, on my website, and are available for review here:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am – 8:50am</td>
<td>Planning</td>
</tr>
<tr>
<td>8:50am – 9:55am</td>
<td>Logistics Fundamentals (1st Pathway Course)</td>
</tr>
<tr>
<td>9:55am – 10:50am</td>
<td>Planning</td>
</tr>
<tr>
<td>10:50am – 11:55am</td>
<td>Logistics Fundamentals (1st Pathway Course)</td>
</tr>
<tr>
<td>11:55am – 12:15pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:15pm – 1:20pm</td>
<td>Logistics Operations (1st Semester) (2nd Pathway Course)</td>
</tr>
<tr>
<td></td>
<td>Materials Management (2nd Semester) (3rd Pathway Course)</td>
</tr>
<tr>
<td>1:20pm – 1:25pm</td>
<td>Class Change</td>
</tr>
<tr>
<td>1:25pm – 2:30pm</td>
<td>Logistics Operations (1st Semester) (2nd Pathway Course)</td>
</tr>
<tr>
<td></td>
<td>Materials Management (2nd Semester) (3rd Pathway Course)</td>
</tr>
<tr>
<td>2:30pm – 4:00pm</td>
<td>Planning</td>
</tr>
</tbody>
</table>
Course Goal: The goal of this course is to provide project-based instruction in the various aspects of distribution and logistics. The course will be taught in 12 instructional units of study. Students will complete a series of projects to reinforce the concepts learned in the instructional units, and a series of guest speakers and field trips will be incorporated into the program.

Course Lab: Students will be provided hands-on learning opportunities at the ECBOE Maintenance Facility. This program has a partnership with FirstBook, a non-profit organization headquartered in Washington, DC. FirstBook mission is to get age appropriate new books into the hands of needy children around the nation. We are one of 13 TCEP warehouses who ship books all over the nation on behalf of FirstBook. We will spend a minimum of six days and a maximum of 12 days in the warehouse. This experience will take place during our normal classroom hours, and transportation will be provided by the ECBOE. A signed permission form must be provided to Mrs. Grimball prior to leaving ECCA and traveling to the warehouse. The permission form is attached to this syllabus and is due to Mrs. Grimball by Friday August 12, 2015.

Course Text Book:

- Fundamentals of Warehousing & Distribution by Allan Howie - (Material Handling Industry of America) (MHI)
- Fundamentals of Warehousing & Distribution, Volume 2: Warehouse Operations by Allen Howie - (Materials Handling Industry of America) (MHI)

Textbooks will typically stay within the classroom. A student will not be allowed to bring home a textbook without signing it out with the teacher using the proper procedures. Any assigned homework will not require the text book.

Assessment Plan:

<table>
<thead>
<tr>
<th>NINE WEEKS:</th>
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</thead>
<tbody>
<tr>
<td>Class Work</td>
<td>20%</td>
</tr>
<tr>
<td>Tests/Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Lab Work / Projects</td>
<td>40%</td>
</tr>
<tr>
<td>Work Ethic</td>
<td>20%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nine Weeks</td>
<td>40%</td>
</tr>
<tr>
<td>Nine Weeks</td>
<td>40%</td>
</tr>
<tr>
<td>LEOCT</td>
<td>20%</td>
</tr>
</tbody>
</table>
Work Ethic Assessment Components:

Work Ethic attributes to be evaluated:

1. **Attitude**…………….displays positive and professional attitude to all
2. **Attendance**……….arrives on time to work; arranges in advance for lateness/absence
3. **Appearance**……….arrives well groomed and in compliance to dress/uniform code requirements
4. **Ambition**…………..offers to be of assistance and takes initiative to learn and produce positive results
5. **Accountability**……accepts responsibility for actions; dependable; completes tasks on-time and accurately
6. **Acceptance**……….respects authority and obeys all organizational policies and procedures
7. **Appreciation**……….consistently displays genuine gratitude to all for this learning opportunity

**Note**: It is the responsibility of the student to keep track of his/her grades. You are required to obtain Infinite Campus login credentials from the school Data Clerk. If you have questions or concerns about your grade(s), please coordinate with Mrs. Grimball on scheduling a date and time to meet. Time may or may not be designated to discuss grades during instructional time; therefore, do not ask about your grades unless time is designated.

**GRADING SCALE**

A (100 – 90)  B (89 – 80)  C (79 – 70)  F (Below 70)

**Late and Missing Work:**

**Late Assignments**: For purposes of this syllabus, “Assignments” means any item receiving a grade, including but not limited to Class Work, Tests, Quizzes, Projects, and Lab Work. Students are expected to submit assignments and other documentation (progress reports, report cards, information sheets, fieldtrip forms, etc.) in a timely manner.

Mrs. Grimball will utilize Google Drive as the primary point for assignment collection. “Due Date” will be considered the end of class on the given date. Assignments (receiving a grade) will incur a 30 point penalty if turned in late. Students will be given the due date for each assignment (receiving a grade), and each Google folder will have the due date as part of its naming convention.

Students with an active IEP (Individualized Education Program) will receive reasonable extra time to complete assignments.
**Missing Assignments:** Missing assignments not received by ten days PRIOR to progress report dates and/or quarter end dates will be receive a zero (0) in the grade book.

Students with excused absences must take responsibility for assignments, notes, and other items the first day back at school following the excused absence. Students are allowed three (3) days to submit missing assignments due to excused absences. Assignments submitted after the three (3) days will incur a 30 point penalty for being late.

Students who are absent due to Activity Days (10 Day) must arrange the make-up assignments with Mrs. Grimball prior to the Activity Day. Students are allowed three (3) days to submit missing assignments due to the Activity Day. Assignments submitted after the three (3) days will incur a 30 point penalty for being late.

**It is the student’s responsibility to inquire about missing assignments, notes, and/or homework from a classmate the first day back at school following the absence.**

**Late Arrival/Early Departure:** Please refer to the Student/Parent Handbook for guidelines regarding late arrival/early departure procedures. *It is the student’s responsibility to inquire about missing assignments, notes, and/or homework from a classmate within the required time limits.* Habitual violators of late arrival/early departure may not be allowed to make-up missing assignments. Please be aware that late arrival/early departure is addressed in standard TDL-LF-1 (work ethics): Employability Skills and students may be penalized for arriving late to class (aka Work) or departing early from class (aka Work).

**Academics:**

**Homework Policy:** Homework may be given; however, no more than 30 minutes of homework will be given per night.

**Tutoring/Extra Help Policy:** Mrs. Grimball will designate at least one (1) hour per week for assisting students with tutoring, and/or extra help. The designate time may be before/after school, during instructional time, or a combination of each. As a courtesy to each other, the student and teacher will schedule time for tutoring and/or extra help. Students will have every opportunity to receive tutoring and/or extra help from Mrs. Grimball.

**Academic Integrity:** Please refer to the Student/Parent Handbook regarding cheating and plagiarism. It is expected that students will collaborate and utilize quality resources for ideas and insight. Be sure to use your own words and accurately cite any material from which you are using the ideas. All bibliographical references must follow MLA (Modern Language Association) or APA (American Psychological Association) guidelines. A full description is available at [http://owl.english.purdue.edu/owl/resource/747/01/](http://owl.english.purdue.edu/owl/resource/747/01/) or [http://www.owl.english.purdue.edu/handouts/research/r_apa.html](http://www.owl.english.purdue.edu/handouts/research/r_apa.html). Academic misconduct such as cheating and plagiarism will be reported to administration and appropriate penalties imposed. Appropriate penalties include, but are not limited to, receiving a zero (0) on the assignment in question. *Copying and Pasting from the Internet without citation is plagiarism*
Supplies: Students will need the following supplies:

- Composition Book: wide ruled, 100 sheets, 9 ¾ “ x 7 ½”, item # 588-268
- Pencil or Ink Pen (Blue or Black only)
- Other project supplies as requested throughout the year
- Recommended: USB Jump Drive (at least 1 GB)

Note: It is not Mrs. Grimball’s responsibility to provide students with paper, pencil, pen or any other supplies. Assignments completed using any type of writing utensil other than a black leaded pencil, black ink pen, or blue ink pen will not be accepted. This may result in an assignment being submitted late and incurring a 30 point penalty. The exception will be projects of an artistic nature.

Behavior Expectations / Professionalism:

Procedures: Please review the attached document that outlines the classroom procedures. This procedure list is also on my website at http://www.effinghamschools.com/Page/25177. This provides insight and expectations as it relates to student movement, grouping, and assigning work.

Behavior Infractions:

MINOR behavior infractions may result in the following:

- First Offense: Teacher / Student Conference
- Second Offense: Parent Contact
- Third Offense: Parent Contact and Morning Detention (7:30 am – 8:30 am)
- Fourth Offense: Discipline Referral to Administration and loss of computer privileges for remainder of semester

MAJOR behavior infractions may result in the following:

- All Offenses: Parent contact, Discipline Referral to Administration

Destruction of School Property: Destruction of school property will result in disciplinary action. Disciplinary action will include a discipline referral to administration. Disciplinary action may also include replacement of property at student and/or parent expense. Students will be assigned a computer workstation and textbook for use in the classroom. Students should inspect their workstation (table, chair, CPU, monitor, keyboard, mouse, and textbook) upon arrival in class. Any damage or missing components must be reported to Mrs. Grimball immediately. Students who do not report damage immediately, will assume responsibility for that damage.
**Professionalism:**

Students are expected to conduct themselves in a professional manner at all times. Professionalism includes, but is not limited to, wearing the approved school uniform in the prescribed manner at all times, arriving to class on time, abiding by the rules and policies of the Effingham County Board of Education, Effingham College & Career Academy, South Effingham High School and Effingham County High School, not using vulgar and offensive language, and display a positive attitude at all times. Students not conducting themselves in a professional manner may not be allowed to attend field trips and other special events associated with this course.

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**Technology in the Classroom**

**Cellular Phone Usage:** Use of cellular phones for talking, texting, music, social media, or other applications is not allowed in the classroom unless Mrs. Grimball authorizes it for class projects.

Violations of this policy will result in the following:

- **First Offense:** Confiscation of cell phone for remainder of class, Parent Contact
- **Second Offense:** Confiscation of cell phone, parent must pick up cell phone (Contact Administration)
- **Third Offense:** Loss of cell phone for remainder of year

**Computer Usage:**

We will use computers extensively in this class. Students are expected to exhibit self-control when using computers. The following policy will apply to those who misuse computers. Students misusing computers by accessing games, social media sites, and/or other inappropriate sites will lose computer privileges. Penalties for inappropriate computer usage are as follows:

- **First Offense:** Verbal Warning
- **Second Offense:** Parental Contact and Loss of Computer Privileges for 3 days
- **Third Offense:** Loss of Computer Privileges for Remainder of Semester

**Internet Usage:**

Various projects and assignments will require that students conduct research on the Internet. Students and parents must sign the Internet Use Policy provided by the Effingham County Board of Education. The signed form must be returned prior to logging on to the computers in this lab. The Internet Acceptable Use Policy is located in the Student/Parent Handbook and this syllabus. Violations of the Internet AUP will result in loss of computer privileges and possible disciplinary action by the Effingham County Board of Education Information Technology Department. (Please review the attached BOE policy on Internet Use within the school)
Skills USA:

SkillsUSA serves more than 300,000 students and instructors annually in the United States. The organization has 13,000 school chapters in 54 states and territories. There are more than 14,500 instructors and administrators as professional members of SkillsUSA.

Effingham County’s SkillsUSA program has a history of regional, state, and national award winners. There are three chapters in Effingham County: ECCA, SEHS, and ECHS. ECCA students have competed and won several awards over the last three years.

Your involvement and commitment can translate into enhanced career readiness, in terms of personal, workplace and technical skills.

If you would like to be one of Effingham’s BEST, please join SkillsUSA and let the adventure begin. See Mrs. Grimball for an application.
This signature page must be returned to Mrs. Grimball by **Friday, August 12, 2015**

Failure to return this signature page will result in the following:

- Inability to log on to computers in the classroom
- Inability to access files on the ECBOE network
- Inability to stay current with course progression

I have read and understand the policies and procedures outlined in the syllabus for Logistics Fundamentals. I will abide by all policies and procedures outlined in the syllabus, and I will conduct myself in a professional manner at all times.

_________________________________  ___________________________________________  __________
Student Printed Name                Student Signature                  Date

I have read and understand the policies and procedures outlined in the syllabus for Logistics Fundamentals. My student will abide by all policies and procedures outlined in the syllabus, and my student will conduct himself/herself in a professional manner at all times.

_________________________________  ___________________________________________  __________
Parent/Guardian Printed Name        Parent/Guardian Signature           Date
WAREHOUSE PERMISSION FORM

My student has permission to leave ECCA and travel via ECBOE bus to the ECBOE Maintenance Facility located at 280 Industrial Blvd, Rincon, GA 31326. I understand the purpose of this trip is for my student to receive hands-on instruction in the Logistics Fundamentals pathway. I understand that my student must abide by the policies of the Effingham County Board of Education, Effingham County High School, Effingham College & Career Academy, and the Effingham Logistics Academy. I further understand that if my student does not abide by the policies listed above and the safety policies of the warehouse, my student may be refused the opportunity to participate. (Dates to be determined)

______________________________  ____________________________  _____
Student Printed Name                      Student Signature          Date

______________________________  ____________________________  _____
Parent/Guardian Printed Name               Parent/Guardian Signature  Date