

# ISE 334 Organizational Planning and Control

## Fall 2017

### Instructor

Dr. Derya Pamukcu

*dp00@lehigh.edu*

Office: Mohler Lab Room 325 Ext. 85868

Office Hours: 10:30-11:30 Mon., 1-2pm Thu. or by Appointment

**Prerequisites:** Senior or Junior standing.

**Classroom:** MO 453

**Course Website:** Course materials, assignments and your grades will be posted on "Course Site". You are responsible for keeping track of your grades and general progress in the course, so please visit the site regularly. All due dates for homework and projects, as well as changes to the assignments will be posted on the course site.

### Catalog Course Description:

Design of organization and procedures for managing functions of industrial engineering. Analysis and design of resources planning and control, including introduction of change in man-machine systems; manpower management and wage administration.

### Course objectives:

The objective of this course is to introduce the business management aspects of Engineering. Upon completion of this course students will:

- Understand the basics of business planning.
- Understand management functions required for managing an Engineering Enterprise.

**Course Philosophy:** This course is in revision. It is a business course for Industrial Engineers, with emphasis on management functions for planning and control.

**Textbook:** There is no textbook in the bookstore for this course. I shall, however supply material for study and discussion as needed.

**Academic Honesty:** Integrity and Honesty are vital in life, especially for engineers, since the systems we design or modify can improve people's quality of life, or can do irreparable harm. Using probability and statistics ethically requires that we state all of the facts and assumptions in as clear a manner as possible, to avoid "lying with statistics". We are also bound by honor to give credit where it is due. On quizzes and exams your work should be entirely your own. Violations of academic honesty will result in disciplinary proceedings.

Here is the statement of the Lehigh Student Senate on academic integrity from <http://www.lehigh.edu/~indost/conduct/aistatements.shtml>: "We, the Lehigh University Student Senate, as the standing representative body of all undergraduates, reaffirm the duty and obligation of students to meet and uphold the highest principles and values of personal, moral and ethical conduct. As partners in our educational community, both students and faculty share the responsibility for promoting and helping ensure an environment of academic integrity. As such, each student is expected to complete all academic course work in accordance to the standards set forth by the faculty and in compliance with the University's Code of Conduct."

I regard you all as "engineering professionals" at this stage and will treat you as such. I also expect you to behave as such in your conduct - not just in this class, but in all of your activities.

**Homework:** You will have homework assignments for some weeks. Homework assignments must be turned in during the class on the assignment due date. No credit will be given to the assignments turned in late.

In this class, you might ask others for help with a homework assignment. Once you write up your answer in your own words to turn in, it must be your own work. Naturally, Academic Honesty applies to your homework assignments too.

Homework assignments in this class will not be always complete and coherent - they are rarely so clearly stated in execution of your profession. Part of your learning is to deal with situations where you have to seek part of the question - be pre-warned.

**Tests:** I consider tests to be a good part of the learning you do in this class. Hence be prepared to spend time on them. Tests will be take home - open book notes etc. - and you will be given adequate time to complete and return them.

**Class Preparation and Participation:** You are expected to come to class regularly and to be prepared for each class by reading any assigned work ahead of time. I will post notes on *Course Site* in advance so that you may bring them to class if you wish. In addition, you are expected to participate in class discussions and ask questions when you are confused. A portion of your grade will be based on class participation.

**Extended Absences and Missing HWs & Exams:** If you believe you will miss two or more consecutive lectures due to illness, holidays, family emergencies, etc., please contact me as early as possible so that we can develop a plan for you to make up the missed material. Under no circumstances will I give credit for missed homework or exams unless you have discussed your absence with me in advance or in some cases a written excuse from a doctor or the Dean of Students.

**Recording Devices and Cell Phones in the classroom:** Any use of personal devices including cellphones, mp3 players etc. is strictly forbidden. If you have to use personal laptops for note-taking, care must be taken not to distract your fellow students.

**Grading:** Tentatively, your grade will be calculated as follows:

Note that these may change based on the number of assignments of each category, and changes will be announced and/or posted.

Homework assignments	35%
Tests (2)	30%
Project(s)	30%
Class Participation	5%

Projects will be assigned - will vary in depth and complexity, proper time allotment will be made.

**Accommodations for Students with Disabilities:** If you have a disability for which you are or may be requesting accommodations, please contact both your instructor and the Office of Academic Support Services, University Center C212 (610-758-4152) as early as possible in the semester. You must have documentation from the Academic Support Services office before accommodations can be granted.

### **Principles of Equitable Community**

Lehigh University endorses The Principles of our Equitable Community (<http://www4.lehigh.edu/diversity/principles>). We expect each member of this class to acknowledge and practice these Principles. Respect for each other and for differing viewpoints is a vital component of the learning environment inside and outside the classroom.

### **Other Relevant University Policies**

Religious Holidays <http://www.lehigh.edu/~incha/holidays.html>

Lehigh Computer Usage <http://www.lehigh.edu/security/computepolicy.html>

Academic Integrity <http://www.lehigh.edu/~infkli/AcademicIntegrity.htm>