

**PC 4010 Procurement and Contracting**

**Catalog Number: 13F PC 4010-701**

**Credit - Undergraduate**

**Fall 2013 Syllabus**

**(September 3rd - December 14th)**

**Instructor Name: Gladis Camilien Griffith**

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**CLASS INFORMATION**

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| **Class Instruction** | **Access:** [**http://collab.itc.virginia.edu/portal**](http://collab.itc.virginia.edu/portal)   * Weekly lecture in Announcement Section * Weekly Reading assignments * Weekly Discussion Questions (in Discussions Tab) for Participation Grade * Voluntary Live Review Session Collaborate * Midterm * Final |
| **Class Requirements** | * Read Weekly lecture in Announcement Section * Read Weekly Reading assignments:   Course materials:  1) Federal Acquisition and Contract Management textbook by Emmett E. Hearn Associates,  ISBN 978-0-9615450-8-6 (7th Edition, Copyright 2011); and  2) Federal Acquisition Regulations: <http://www.acquisition.gov/far/>   * Participate in Weekly Discussion Questions (in Discussions Tab) for Participation Grade (15%) * Midterm (40%) * Final (45%) |
| **Class Schedule** | 1.     Contracts Fundamentals & Electronic Contracting  2.     The Acquisition Process  3.     Contracting Methods  4.     Contract Types  5.     Developing Competitive Proposals  6.     Source Selection Process  7.     Cost and Profit Principles  8.     *Review*  9.     **MIDTERM**  10.   Contract Documentation  11.    Fundamentals of Negotiation  12.    Contract Performance  13.    Contract Terminations & Contractual Challenges  14.    *Review*  15.    **FINAL** |
| **Communication** | Read class announcement and response to class discussions each week in Collab. You can also contact me directly in the course site or via private message or at [gcg5d@virginia.edu](mailto:gcg5d@virginia.edu). Please provide your email and subject matter. I will do my best to respond within 24 hours. |
| **Assignments** | Weekly lecture will be posted in the Announcement tab in Collab. Questions for weekly discussions will be posted in the Discussion Tab. Midterms and Finals will be in the Test/Quizzes Tab. |
| **Resources** | **FAR:** <http://www.acquisition.gov/far/>  **GAO Bid Protests:** <http://www.gao.gov/legal/> |
| **Gradebook** | Your participation, midterm, and final grades will be posted in the Gradebook. |
| **Technical Support** | * Lo Login/Password: [scpshelpdesk@virginia.edu](mailto:scpshelpdesk@virginia.edu) * UVaCollab: [collab-support@virginia.edu](mailto:collab-support@virginia.edu) * BbCollaborate (Elluminate) Support: [idtteam@virginia.edu](mailto:scpshelpdesk@virginia.edu)   or [http://support.blackboardcollaborate.com](http://support.blackboardcollaborate.com/) |
|  | **University Email Policies:** Students are expected to check their official U.Va email addresses on a frequent and consistent basis to remain informed of University communications, as certain communications may be time sensitive. Students who fail to check their email on a regular basis are responsible for any resulting consequences.  **University of Virginia Honor System:**  All work should be pledged in the spirit of the Honor System of the University of Virginia.The instructor will indicate which assignments and activities are to be done individually and which permit collaboration. The following pledge should be written out at the end of all quizzes, examinations, individual assignments and papers: “I pledge that I have neither given nor received help on this examination (quiz, assignment, etc.)”.   The pledge should be signed by the student. <http://records.ureg.virginia.edu/content.php?catoid=28&navoid=747>  **Special Needs:** It is the policy of the University of Virginia to accommodate students with disabilities in accordance with federal and state laws. Any SCPS student with a disability who needs accommodations (e.g. in arranging for seating, extended time for examinations, or note-taking, etc.), should contact the Learning Needs and Evaluation Center (LNEC) and provide them with appropriate medical or psychological documentation of his/her condition. Once accommodations are approved, it is the student’s responsibility to follow up with the instructor about logistics and implementation of accommodations. Accommodations for test taking should be arranged at least 14 business days in advance of the test(s). Students with disabilities are encouraged to contact the LNEC: 434-243-5180/Voice, 434-465-6579/Video Phone, 434-243-5188/Fax. Further policies and statements available: <http://www.virginia.edu/studenthealth/sdac.html>  For further policies and statements about student rights and responsibilities, please see: <http://www.scps.virginia.edu/audience/students> |