

THE UNIVERSITY OF VIRGINIA

CONTINUING EDUCATION

NORTHERN VIRGINIA CENTER

Course Syllabus

Fall 2014

Course Title: Introduction to Federal Procurement (PC 4010)

Credits: 3 credits

Course Objectives:

This course encompasses the entire federal acquisition lifecycle (from the time an agency's need is identified through contract closeout) and the challenges that arises throughout the process. It will provide an understanding of the functions within all phases of the acquisition lifecycle including: pre-award/pre-solicitation, solicitation & award, and post-award management.

The term of acquisition has moved beyond procurement and contracting; it's no longer just about the contract office as the broader definition of acquisition now focuses on other major and integral roles especially those dealing with the program office such as requirements definition, budgets/funding, contract office performance, and vendor performance. Acquisition also comprises other major roles: IT Office, Finance Office, Contractors and Vendors.

Student Performance Evaluation Criteria:

Evaluation of student performance will result from individual required responses, group participation in the topic driven discussion boards, mid-term exam and a final examination. The grading system will include the use of grades A, B, C, D, and F, including the use of plus (+) and minus (-) for each grade. Final grades will be based upon the following evaluation criteria: (**see Appendix B** of this syllabus regarding the detailed grading guidelines)

Timely completion of all course requirements in accordance with the due dates specified in **Appendix A** of the syllabus is essential for maximizing your learning experience.

Because this course is highly interactive, each late assignment carries a deduction of 1 point. Many of the assignment are threaded discussions and therefore make for effective dialogue when students' post timely responses.

Active participation in the Threaded Discussion feature (Discussion Board) and the final exam will be based on the following:

Grading Criteria & Guidelines: [See Appendices for detailed grading guideline](#)

Course Requirement	Possible points	Total points available
Orientation Assignment	1	1
Discussion Forums	2	26 *
Mid-term Exam	35	35
FINAL Exam	40	40
Total Points Possible		102
Total Points for Grade Calculations		100
<p>* There are 13 discussion questions for a total of 26 points available. Students can skip one week's discussion and still earn 100 points. This is built in extra credit.</p> <p>Refer to Appendix A for grading guidelines regarding the extra 2 points with regards to the compressed summer semester if applicable.</p>		

Grading Scale:

Points	Percentage	Letter Grade
100	100%	A+
95 – 99	95%--99%	A
90 – 94	90%--94%	A-
87 – 89	87%--89%	B+
83 – 86	83%--86%	B
80 – 82	80%--82%	B-
77 – 79	77%--79%	C+
73 – 76	73%--76%	C
70 – 72	70%--72%	C-
67 – 69	67%--69%	D+
63 – 66	63%--66%	D
60 – 62	60%--62%	D-
59 – 0	Below 60%	F

Course Schedule & Due Dates: [See Appendix A of the syllabus](#)

Textbook:

Contract Management Body of Knowledge, Fourth Edition
 By: NCMA, Updated by Margaret G. Rumbaugh, CPCM, Fellow

ISBN- 978-0-9700897-7-9 **PRICE:** \$50 (NCMA member)/\$60 (nonmember) [Purchase](#)

Required Readings: refer to each specific lesson for links to supplemental course materials.

Assignments: refer to each specific lesson

Availability:

Office Hours:	Online 24/7
Phone Number	I am also available via cellular phone at 703-407-1721 between the hours of 10AM – 10PM ET
Email Address	<p>Pease use the Communication Tools/Email feature to send me an email any time</p> <p>I make every attempt to respond to student emails within 24 hours (Mon-Fri) and within 48 hours (Sat-Sun)</p>

Course Expectations:

Student responsibilities	See Appendix B to the syllabus
Instructor responsibilities	<ul style="list-style-type: none"> • Facilitation of student learning • Phone and email availability • Communication of expectations and deadlines
Honor Code	See below
University of Virginia Purpose Statement	The central purpose of the University of Virginia is to enrich the mind by stimulating and sustaining a spirit of free inquiry directed to understanding the nature of the universe and the role of mankind in it. Activities designed to quicken, discipline, and enlarge the intellectual and creative capacities, as well as the aesthetic and ethical awareness, of the members of the University and to record, preserve, and disseminate the results of intellectual discovery and creative endeavor serve this purpose. In fulfilling it, the University places the highest priority on achieving eminence as a center of higher learning.
Content and Discourse Statement	Students are expected to discuss issues respectfully and to honor differing points of view. The University and its School of Continuing and Professional Studies do not discriminate in any of their programs,

	<p>procedures, or practices against any person on the basis of age, citizenship, color, handicap, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. The University operates equal opportunity and affirmative action programs for faculty, staff, and students. The University of Virginia is an Equal Opportunity/Affirmative Action Employer. Any applicant for admission or employment, or any student who feels discriminated against should contact the University's Office of Equal Opportunity Programs (EOP) at Poe Alley, West Lawn, Charlottesville, Virginia 22903.</p>
<p>Accommodations for Students With Disabilities</p>	<p>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 accommodation (e.g., in arrangements 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.</p> <p>If students have difficulty accessing any part of the course materials or activities for this class, they should contact the instructor immediately. Accommodations for test-taking should be arranged at least 14 business days in advance of the date of the test(s). A student's academic dean is also available to assist with accommodations, particularly for temporary or emergency situation. <i>Please email SCPSaccommodation@virginia.edu</i></p> <p><i>Students with disabilities are encouraged to contact the LNEC: 434-243-5180/Voice, 434-465-6579/Video Phone, 434-243-5188/Fax. Web: http://www.virginia.edu/studenthealth/lneec.html</i></p>
<p>THE HONOR CODE at UVA:</p>	<p>Founded in 1842, the Honor System is one of the University's most cherished institutions. Based on the principle that University students want to be trusted, the Honor System helps create and strengthen a school-wide community of trust. Students at the University make a commitment not to lie, cheat or steal within Charlottesville, Albemarle County, or where they represent themselves as University students in order to gain the trust of others. Because they have made this commitment, students are trusted by peers, faculty members, administrators, and community residents alike. Students conduct themselves with integrity and are presumed honorable until proven otherwise. Students are recruited and trained by the Honor Committee to serve as advisors and to provide counsel. Students investigate Honor allegations, assist and support accused students through the</p>

Honor process, and work with accused students in their defense at trial. Honor jury panels are similarly comprised entirely of students. While anyone may initiate Honor proceedings, the process is administered entirely by students. The vitality of the Honor System depends upon the willingness of students to uphold the high standards set by their peers. When a student is formally accused of an Honor offense following investigation, that student may elect to either (1) leave the University, without requesting a trial (in which case that student will be deemed to have admitted guilt, whether or not such an admission is expressly made), or (2) request an Honor trial.

Any student found guilty of an Honor offense, or deemed to have admitted guilt after having left without requesting a trial, will be permanently dismissed from the University. The notation "enrollment discontinued" will be placed on the student's transcript, without specific reference to the Honor proceedings. In the case of a student found guilty of an Honor offense following graduation, or deemed to have admitted guilt without requesting a trial after graduation, the General Faculty of the University may undertake proceedings to revoke that student's degree. The rules of the Honor System apply to any person who was a University student at the time an alleged Honor offense was committed, so long as a case is initiated within two years thereafter. Students who enroll at the University benefit from the freedom and security provided by the Honor System; every student must agree to live by and support the spirit of honor.

Applicants who are not prepared to embrace this freedom and accept this responsibility should not apply for admission. This is intended as a brief summary of some important aspects of the University's Honor System. For more information, visit the Honor Committee Web page: www.student.virginia.edu/~honor.

If you have further questions, please call the Committee at (434) 924-7602.

The Honor Committee, June 2002