

TIL 5312 - Export Operations Practice: Export Operations Practice (Sub I- May 13 to July 02)

Summer 2024 Syllabus, Section 680, CRN 51729

Instructor Information

Dr. Richard Rodriguez, DM

Instructional Assitant Professor in Transportation and International Trade

Email: richard.rodriguez@tamiu.edu

Office: WHT 213

Office Hours:

M-Th 10-11 am

Office Phone: 956.326.2525

Times and Location

Does Not Meet Face-to-Face

Course Description

Additional Course Information

An in-depth study of the Export laws and Regulations to include the forwarding regulations, export filings and declarations, other governmental agency filing requirements, export trade restrictions, and free trade agreements. In addition, the course will cover such elements as export denied parties restrictions, legal documentation and cargo insurance, incoterms and supply chain security. The basis of the course is derived from the National Educational Institute (NEI), the education arm of the National Customs Brokers and Forwarders Association. The NEI course will give the students an opportunity to become and prepare for the Export Fundamentals certificate designation.

Program Learning Outcomes

Course Goals: Successful participants will be able to competently apply the knowledge gained in this course to understand and be able to prepare the necessary documentations and recognize the need for the necessary government requirements to export commodities and, as well, apply the principles in their work if they are engaged in international business functionalities.

Student Learning Outcomes

Upon successful completion of this course, each student will:

- CO1: Analyze and assess the statutory and regulatory requirements of a supply chain forwarder and the exporting community in total when engaged in International Trade.
- CO2: Analyze and assess the critical elements of filing an export transaction and to know the required legal documentation to comply with all government requirements when involved with the movement of an export of a commodity.
- CO3: Analyze the free trade agreements and articulate the impact on the export requirements for companies engaged in the export of commodities and the responsibilities of a licensed FMC forwarder to assist those exporters who engage in the market internationally.
- CO4: Analyze and assess how an exporter's record keeping and compliance requirements impact the applicable statutes and regulations.

Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Designing and Managing the Supply Chain Concepts, Strategies and Case Studies 4th Edition	David Simchi-Levi, Philip Kaminsky, Edith Simchi-Levi	McGraw-Hill ISBN 978-1259997709

Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home/\)](https://www.bkstr.com/texasaminternationalstore/home/).

- **All NEI/TAMUI Modules:** Developed by National Educational Institute, Washington, D.C., 2007.
 - Purpose: To allow the student to have access to industry standards as defined and developed by industry experts and the successful completion of the quizzes and exams will allow the students to demonstrate that proficiency.
- **Blackboard Lessons:** Developed by Dr. Robert Perkins, 2015.
 - Purpose: To offer the student access to government regulatory processes as a reference for their learning experience.
- **YouTube Video:** International Trade Administration. "Export Documentation New to Export". Published Sept. 27, 2011.
 - Purpose: To offer the student access to an industry standard developed by the respective government agency that has oversight for that legal process.

Grading Criteria

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

Open Boilerplate

Grading Policy

Every assignment in this course (module quizzes/exams, assignments, and discussion question posts) will be graded on a 100-point scale. The grading in this course will be broken up into the following:

- **NEI/TAMUI Module Quizzes (40%):** There are four (4) module quizzes. Each quiz is graded out of 100 points. The most benefit from this class will be the National Educational Institute/Texas A&M International University modules to prepare the student to receive the Certified Customs Specialists designation. Each NEI Module will end in a multiple choice quiz to measure mastery of the content. The number of questions in a quiz will carry equal weight towards full credit of the module quiz. All module quizzes will carry equal weight within this category.
- **Writing/PowerPoint Assignments (30%):** There are twelve (12) writing/PowerPoint assignments (4 writing assignments and 8 PowerPoint assignments). Each assignment is graded out of 100 points. Assignments will be written in Word or PowerPoint documents and submitted via Blackboard assignments (drop boxes). Requirements for each assignment will be provided in the directions of the assignment in Blackboard. Assignments on all chapters are due before Midterm and Final tests. Each assignment will carry equal weight within this category.
- **Discussion Assignments (20%):** There are sixteen (16) discussion assignments. Each discussion assignment is graded out of 100 points. Discussion sessions are important and will add to the overall learning experience and are graded. Students are required to answer the discussion prompt and then complete the assignment by fulfilling the stated number of responses in the directions. Each discussion question is an assignment in itself and will carry equal weight within this category.

- **Final Exam (10%):** This category contains two (2) parts. The student is required, at the end of the course, to offer a synopsis of what they learned throughout the course and will articulate their thoughts through a **PowerPoint oral presentation** and provide feedback to their peers through a **discussion forum**. The Final Exam and peer feedback will each be graded out of 100 points. The presentation and feedback will carry equal weight within this category.

ASSIGNMENT	VALUE
NEI/TAMIU Module Quizzes	40%
Assignment (Written/PowerPoint)	percent or points30%
Discussion Questions	20%
Final Exam (PowerPoint and Discussion Feedback)	10%
Total Points for Course	100%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
5/13	Module #1: Export Transaction Basics / Basic of an Export Plan		Assignments due by Sunday May 19, 2024 at 11:59 PM (Central).
5/20	Module #2: Payment Practices and Associative Risk Factors / The Design and Management of a Supply Chain's Critical Elements for the Great Inventory Correction Case / The Global Supply Chain and the Unique Movement of Shipments by Air Freight		Assignments due by Sunday, May 26, 2024 at 11:59 PM (Central).
5/27	Module #3: Other Governmental Agency Requirements and Their Respective Impact on Exports / How Transportation Affects the Movement of Goods and How other Governmental Agencies Enjoin that Process / Cargo Insurance for Exports and How to Employ Those Requirements to Mitigate Risk		Assignments due by Sunday, June 02, 2024 at 11:59 PM (Central).
6/3	Module #4: Warehousing and How Warehousing Decisions Impact Exports and the Overall Supply Chain / The Various Exporting and Supply Chain Management Documents Required for Foreign Laws and Regulations		Assignments due by Sunday, June 09, 2024 at 11:59 PM (Central).
6/10	Module #5: Overview and Assessment of the Responsibilities of the Parties to the Export Transaction / Incoterms and the Respective Impact Those Terms Have on Export Transactions / An Overview and Execution on the Network Printer Design of University		Assignments due by Sunday, June 16, 2024 at 11:59 PM (Central).
6/17	Module #6: Special Legal Documents Required for Export and How to Prepare Those Documents / The Roles and Responsibilities of the Freight Forwarder		Assignments due by Sunday, June 23, 2024 at 11:59 PM (Central).
6/24	Module #7: Final Examination		Final exam due on Friday July 2, 2024 at 11:59 PM (Central).

Distance Education Courses

Regular and Substantive Interaction (Note to Instructors):

The U.S. Department of Education (ED) has issued *Regular and Substantive Interaction: Background, Concerns, and Guiding Principles* which went into effect on July 1, 2021. Under the new regulations, the U.S. Department of Education requires that all online courses and programs for which students may use Title IV funds (federal financial aid) include regular and substantive interaction between students and their instructors. This ruling applies to both synchronous and asynchronous courses, with the primary focus being asynchronous courses. The Department of Education has the authority to audit courses and programs at institutions, like Texas A&M International University, with online offerings.

Be sure that your course provides for regular and substantive interaction between faculty and students, students and students, and students and content. (C-RAC, OSCQR, QM, SACSCOC, SC)

1. Regular and substantive instructor-to-student expectations and predictable/scheduled interactions and feedback are present, appropriate for the course length and structure, and are easy to find. (OSCQR, SACSCOC, SC)
2. Expectations for all course interactions (instructor to student, student to student, student to instructor) are clearly stated and modeled in all course interactions/communication channels. (OSCQR, SACSCOC, SC)

Visit for additional guidance on including Regular and Substantive Interaction: <https://www.tamui.edu/distance/faculty/regular-and-substantive-interaction.shtml>

Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 ([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

Course Messages/Emails

Student should expect the instructor to answer all Blackboard e-mails in 24 hours. Students' telephone texts will be answered within 24 hours.

Assignments and Assessments

Assignments will be graded within 24-36 hours.

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette** (<http://www.tamui.edu/distance/students/netiquette.shtml/>) for further instruction.

Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

Computer/Technology Requirements

[Technology requirements must be listed for the course. Information on how to obtain software for purchase or download should be provided. See the following example. Customize technologies to include those that pertain to your course.]

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the learning management system (LMS) of the University.

Additional Hardware. For this class, you will need the following additional hardware: ***[list any additional required hardware here. Additionally, and if applicable, you may use the following statement:]*** Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

NOTE: Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259, and request an available webcam.

Additional Software. You will need the following additional software: ***[list any additional software required here. Additionally, and if applicable, you may use the following statement:]*** TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamtu.edu/>. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite.**

Note: Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

Learning Management System (Blackboard)

Students are provided with an orientation (*eLearning (Blackboard) Student Orientation*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at elarning@tamtu.edu.

Minimum Technical Skills Expected

[The description of the minimal technology skills is linked to OIT's statement of minimal skills. Faculty are required to update statements for additional technological skills from students.]

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services**.

Web Conferences/Synchronous sessions

[Instructors that host synchronous virtual meeting sessions should list details on how students will meet with the instructor in this section and whether these meetings are optional or required. Include the frequency of these meetings and a general explanation of the purpose for these sessions.]

Rubrics (may be included here and in the Syllabus and Overview in the course)

Late Work Policy

Instructors should include the policy stating what may or may not be acceptable for late assignments.

Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

Turnitin Policy Or Other Types of Assignments in Other Systems

[Instructor's policy on assignments held within the Turnitin system.]

Proctoring

[Respondus LockDown Browser/Monitor OR Examity. Contact elearning@tamui.edu for the syllabus statement and other information.]

Accessibility and Privacy Statements on Course Technologies

[Information on the accessibility and privacy policies of all course technologies must be provided to the students. At TAMIU, the eLearning team has compiled a list of accessibility and privacy statement links on their website. Link to these pages and contact eLearning if any new technologies should be listed on their pages. See the following example. [Customize technologies](#) to include those that pertain to your course:]

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as the creation of a username and password. You may find the accessibility and privacy policies of the technologies used in this class on the following pages: **Accessibility Statements and Privacy Statements**.

In this class, we will utilize: [\[insert the technologies here\]](#).

Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.