

PSPP 301: Before You Begin

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Online Course Instructions

Welcome to **PSPP 301: Procurement Practice – Putting it all Together!** This is the final course in the PSPP certificate program and will give you an opportunity to deepen the knowledge and skills you have gained through completing Levels 1 and 2.

This document outlines some basic information about the online course and how to get started. It also includes information about the course assignments, submission schedules, and how to use the online discussion forum.

The PSPP 301 delivery is very different from the 200-Level courses that you have been used to, so please, take the time to review this information before you begin and join the optional 301 Orientation. Here what your 301 Course Landing Page will look like.

PSPP 301: Procurement Practice – Putting it all Together

Course Status: In Progress

Welcome to **PSPP 301: Procurement Practice – Putting it all Together!** This is the final course in the PSPP certificate program and will give you an opportunity to deepen the knowledge and skills you have gained through completing Levels 1 and 2.

Each week you will be completing the online course modules below, and participating in the Discussion Forum to the right. Be sure to review your **Before You Begin** document and listen to the 301 Introduction to familiarize yourself with the course expectations, process, and timelines.

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Course Content

Modules	Status
1 PSPP 301 Week 1	
2 PSPP 301 Week 2	
3 PSPP 301 – Assignment 1	
4 PSPP 301 Week 3	
5 PSPP 301 Week 4	
6 PSPP 301 Assignment 2	
7 PSPP 301 Evaluation	

FORUMS

[Welcome](#)

[Cohort A Week 1: Oct 18 – 24, 2021](#)

[Cohort A Week 2: Oct 25 – 31, 2021](#)

[Cohort A Week 3: Nov 1 – 7, 2021](#)

[Cohort A Week 4: Nov 8 - 12, 2021](#)

[Cohort A Assignment 1](#)

[Cohort A Assignment 2](#)

[Cohort B Week 1: Oct 18 – 24, 2021](#)

[Cohort B Week 2: Oct 25 – 31, 2021](#)

[Cohort B Week 3: Nov 1 - 7, 2021](#)

[Cohort B Week 4: Nov 8 - 12, 2021](#)

[Cohort B Assignment 1](#)

[Cohort B Assignment 2](#)

A. Overview of Self-directed Course Components

Learning Platform

Your course components are located on the learning platform: <https://learning.theprocurmentschool.com> and consist of Online Modules and a Discussion Forum. You will navigate between the two each week throughout your course.

Online Modules

As with PSPP 101, this course includes online modules that are to be completed throughout the four-week period. The modules tie into the discussions and assignments. You can find a detailed schedule of when each module should be reviewed under section C, course calendar.

Readings

Within the online modules, there are examples of recent cases, articles, templates, and sample documents to review. These are referred to within the modules and attached as white papers which you can open, print, and save for future reference.

Discussion and Assignment Forum

A large amount of your time will be spent in the discussion forum area of the course. See page 10 ***Discussion and Assignment Forum Instructions*** for more details on navigating through the Discussion Forum.

There will be class discussions posted throughout the 4 weeks which you are expected to participate in. You will be able to see the discussion topic, your classmates' responses, and post your own thoughts. A significant part of your mark for this course will be based on your participation in these discussions. Please note, this mark is based on the value and insight of your contribution, not the volume of posts.

At a minimum - you must contribute at least one original posting on each Discussion topic in the Forum, and at least a total of 3 posts on the comments of the posts made by others in your cohort.

For more detailed information on the marks break-down for the course, please see section E, Marking.

Assignments

There are two written assignments – one is due Friday of week 2 (5:00 PM PST) and one is due Friday of Week 4 (5:00 PM PST). The assignments will draw on the knowledge and skills you have gained from the program and will be completed independently and submitted to the instructor. The assignments will be posted in the discussion forum with details on submission requirements.

Peer Review

As you have learned throughout the program, there is tremendous value in networking with other procurement professionals: sharing ideas, passing on knowledge, and helping each other work through solutions to complex issues.

As part of your assignment completion, once you have completed your assignment independently, we strongly encourage you to take part in the peer review activity. We have set up an area under the assignment discussion called “Peer Review”. We suggest you post a draft of your assignment a few days before it is due so that you can receive feedback from your classmates. This is a great way to catch things you might have missed, get assistance with structure, sequencing of ideas, and generally improve the quality of your overall assignment. Please also take the time to review a few of the drafts that your peers have posted and provide constructive feedback.

Some helpful guidelines for providing peer review feedback:

- What are the strengths of their assignment draft?
- What are the weaknesses?
- Did they adequately meet the assignment criteria? Did they miss any criteria?
- Are there any formatting, grammatical or style issues that detract from the clarity of their assignment draft?
- Are there any spelling mistakes?

Remember - keep it respectful, professional and helpful. These are your colleagues and you want to give them feedback they can use to improve their assignment submission.

Assignment Submission

Once completed, you will upload each of your assignments via the course portal by **5:00 PM PST**. Please submit as a Word document for marking and making comments. The instructor will return your marked assignments by email, with comments as applicable. For more detailed information on the marks breakdown for the course, please see section E, Marking.

301 Withdrawal & Rescheduling Policy

If you withdraw after the 14 day cancellation deadline, and before the course start date, a \$300 admin fee will be levied to reschedule to another course.

If you request a refund after the 14 day cancellation deadline, and before the course start date, your payment will be refunded less a \$300 admin fee. Course fees are non-refundable if you withdraw once the course has started.

B. Online Étiquette

As we have learned throughout the program, good communication skills are essential when working with contractors, stakeholders, and co-workers. We have included some expectations and tips for communicating in an online course environment, and more information is provided as part of module one.

NÉtiquette

As with any PSPP course, it is important for participants to feel comfortable sharing their ideas, stories and examples. Please be respectful of your fellow classmates and ensure you present your views in a professional manner, as you would in any other setting.

Some of the most valuable learning that takes place is through peer-to-peer engagement, so be sure to read your classmates' posts and respond with your own thoughts, comments and probing questions.

Remember our discussions from PSPP 203 - communication is 55% body language and 38% tone. Without the face-to-face interaction, you will need to be clear and concise to ensure others will understand you in an online environment. Similarly, you should seek clarification of any posts that are not clear to you.

Tips

- Keep your comments succinct and well-thought out. You may wish to compose longer posts in a word document, and then copy and paste to the forum.
- Support your ideas with examples where possible.
- If you notice many others have already summed up your thoughts on the subject, pose a question or expand on another area instead.
- Use spell check and/or read your post carefully, before submitting.
- No posting on Friday night after a few glasses of wine 😊 While we appreciate the enthusiasm, this is never a good idea!

C. Course Calendar

Time Commitment Expectations

PSPP 301 is expected to require an average of 8 hours of participation per-week over the four-week course period. You may find that the time commitment for working through the modules and contributing to the discussions varies depending on the topics covered and whether you are working on an assignment.

As some of the discussions get quite lively, you may have to limit how often and how extensively you participate if you find you are spending too much time on each. Ensure you prioritize and manage your time effectively to get the most out of this course, without allowing it to hijack the other areas of your life. Please note that this course is very different from 101, which was entirely self-directed.

As you will see from the course schedule in the next section, there are specific timelines around posting and closing of discussion topics, as well as specified time periods in which to complete and submit assignments.

Assignment and Discussion Schedule

Week 1

Module 1
Class Discussion

Week 2

Module 2
Class Discussion
Assignment 1 – **Due Friday 5:00 pm PST**

Week 3

Module 3
Class Discussion

Week 4

Module 4
Class Discussion
Assignment 2 – **Due Friday 5:00 pm PST**

Both assignments will be accessible for your review from the start of the course. Each week's discussions will be posted by 9:00 am Monday and close the following Sunday at midnight.

D. Communication with Instructor

Confidential Communication/Course-Related Requests

If you need to get in touch with the instructor regarding assignments, issues, extensions, or other confidential matters, please do so by sending an email to The Procurement School at instructors@theprocurmentschool.com

Submitting Assignments

You can upload your Assignments directly on the **Course Content** page. There you will see a tab for PSPP 301 – Assignment 1 and 2.

Please format your assignment in Times New Roman 12 point for ease of reading and upload as a Word document (not pdf).

E. Marking

Your mark for PSPP 301 will be based on your marked assignments as well as participation in the class discussions. The passing mark is 75% total.

40% of your mark is based on your participation in the discussion forums. Your participation is measured based on the **value** of your contribution to the discussions, not simply the volume of posts you submit. Concise, well thought-out postings that advance the discussion or provoke a new discussion contribute more to your mark than long rambling ones. For example:

- citations to other resources
- analogies to other businesses or practices
- response to other students' posts
- positive critiques
- nuances on cases
- questions which cause others to reflect on their ideas
- linking the conversation to other PSPP materials or readings

At a minimum - you must contribute at least one original posting on each Discussion topic in the Forum, and at least a total of 3 posts on the comments of the posts made by others in your cohort.

The instructor follows the discussion threads - so you may have made 4 posts within one thread - that is an active participation and we would consider that as being more than 1 post. We also consider the quality of the comments in the post concurrently. We don't expect you to post a reply to every post that is up on the forum, but we do expect a reasonable level of professional participation by each student - this is where the richness in online studies is found and contributes to a better forum and learning experience for all.

60% of your mark will be based on your two assignments.

For both the discussion forum and your assignments, please be sure to check your grammar, spelling and sentence structure before posting. This is a critical business skill for procurement professionals, and we have spent a lot of time in this Program discussing the serious implications that vague language and lack of clarity can have. Marks WILL be deducted for poorly written submissions.

Late Assignments

To ensure fairness, those who submit their assignments late may lose 10% of their mark. Both assignments must be successfully completed and submitted in order to receive your PSPP Certificate.

If you cannot make the assignment due date, YOU MUST REQUEST AN EXTENSION. The maximum extension is 5 business days. Those who do not submit their assignment on time and do not contact the instructor for an extension will receive a mark of incomplete for their assignment. Please note that extensions will only be granted for extenuating circumstances – the fact that you are ‘too busy’ will seldom be grounds. You are expected to manage your time effectively to complete all components of the course as scheduled.

Marking Matrix

Here are the guiding principles the instructor will use when determining your mark for participation and assignments:

Excellent	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of key concepts • Degree of originality • Ability to analyze and synthesize information • Ability to evaluate contrasting viewpoints and/or draw conclusions • Incorporates knowledge from the assigned readings and modules, as applicable
Very Good	<ul style="list-style-type: none"> • Demonstrates a good understanding of key concepts • Degree of independent thought • Ability to analyze information • Ability to evaluate contrasting viewpoints • Incorporates knowledge from the assigned readings and modules, as applicable
Average	<ul style="list-style-type: none"> • Demonstrates a reasonable understanding of key concepts • Ability to analyze information • Able to appreciate the existence of alternative viewpoints • Evidence of having completed the assigned readings and modules
Below Average	<ul style="list-style-type: none"> • Demonstrates a basic understanding of some of the key concepts • Attempts to analyze information • Evidence of having completed some of the assigned readings and modules
Poor	<ul style="list-style-type: none"> • Demonstrates little understanding of the key concepts • No attempt to analyze information • Little evidence of having completed the assigned readings and modules

F. Confidentiality

One of the most valuable contributions you can make to the discussions is to provide specific examples and lessons learned from your own experience.

While it is expected that each of you will treat all discussions and comments in 301 as confidential and not discuss the specifics of anyone's examples outside of the forum, please be careful about what you reveal. We have no way to guarantee confidentiality and therefore you should consider changing names and

identifying details of any specific examples that you introduce. It is the procurement lessons and observations that are valuable.

Along the same lines, do not discuss specific assignments, readings, or discussion topics with anyone who has not taken the course. Learning is the most robust when the situation under discussion is “new.”

Discussion and Assignment Forum Instructions

A. General Forum Usage

What is a Discussion Forum?

The forum contains a number of different discussions on specific topics which contain threads (conversations on the topic) which are made up of individual posts. (See Forum topics below left.)

FORUMS

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Cohort B Assignment 1

Cohort B Assignment 2

How do I open the forum?

To read a topic, click on its title. You will see individual questions and responses made by others. To post a reply to an existing topic, click in the Post Reply box.

How do I find out more about the other course participants?

To view information about members of your cohort, refer to the Forum Topic **Welcome** and click on **Introductions**. Here we invite you to introduce yourself, your procurement role and responsibilities and anything interesting that might be of interest to your cohort.

Navigation Between Online Modules and Discussion Forum

Clicking on **Homepage** at the top left of the navigation will return you to your learning landing page. Then, then click on **MY COURSES** from the top menu. This will return you to your PSPP 301 portal.

B. Reading and Posting Messages

How do I post my comment in the discussion?

To post a reply to an existing topic, click on the **Post Reply** at the bottom right corner of the post. A reply box will open up.

If you click the Quote link on any reply, the content of that post will automatically be added to the Reply box for you.

You can also choose to check the box for ***Notify me of follow-up replies via email.***

How do I attach a file to my post?

Below your post you will see **Attachments** and click **Select File** and navigate to where your file is located and then press Submit.

How do I edit my post?

Click on the **EDIT** above the post you want to edit. Your post will open up and you can begin editing. Press **Submit** when finished.

C. Help

Contact Information

The Procurement School

hello@theprocurmentschool.com

(250) 370-0041 ext 1