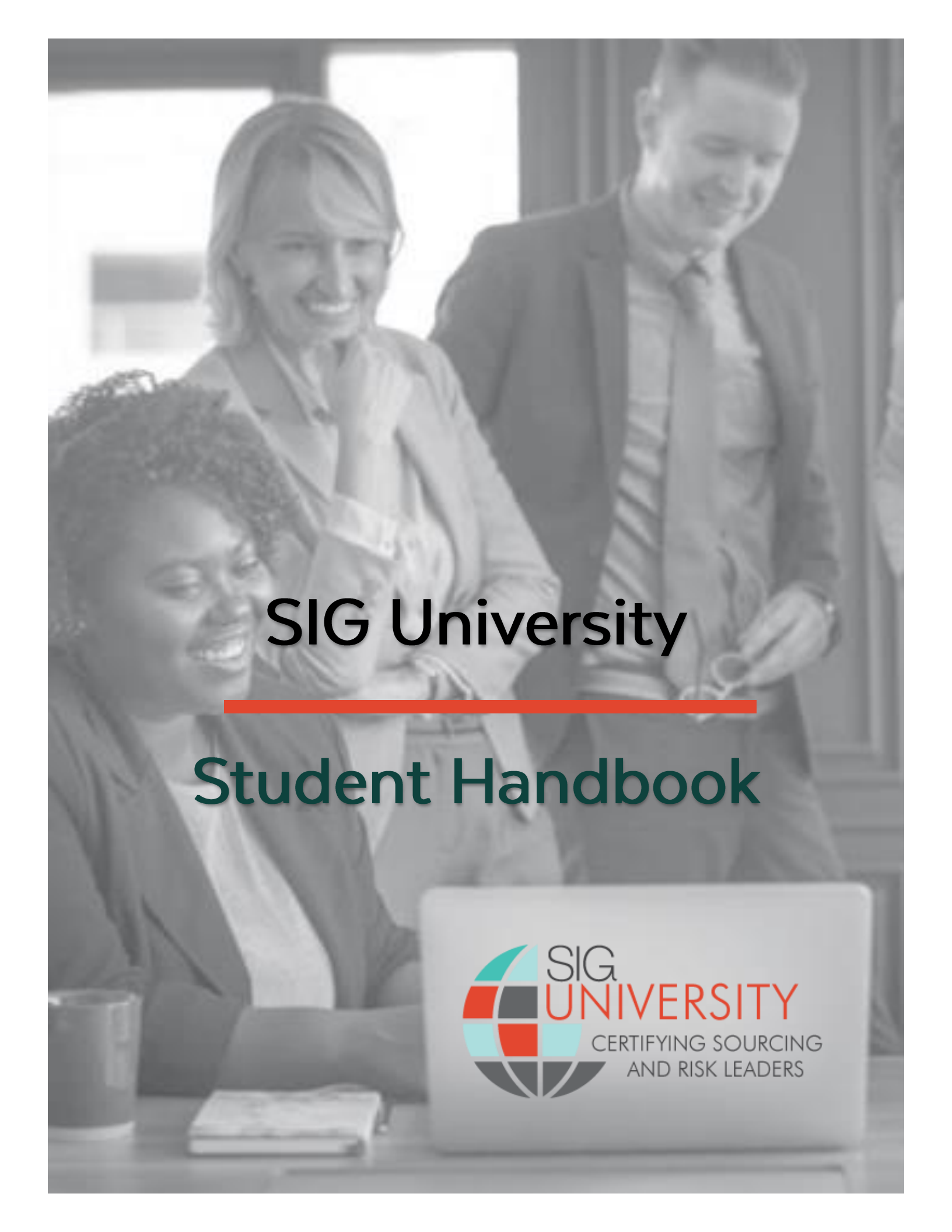




SIG University

Student Handbook





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LETTER FROM SIG'S PRESIDENT AND CEO

WELCOME TO SIG University!

Congratulations on taking the first step to becoming a SIG University Certified Professional.

Organizations are demanding a new level of acumen from their employees as companies seek to be lean yet innovative. In addition, people frequently come to sourcing/governance roles from various departments and assorted backgrounds, with different competencies and diverse educational experiences. As such, we have received an outpouring of requests for training on specific hard and soft skills that can help employees more fully develop within their current jobs and increase their potential for future roles.

With that in mind, we are excited about the educational experience YOU will have at SIG University! You are embarking on a short journey that can jumpstart the transformation of your long career. By enrolling in a SIG University program, you are leveling the playing field and helping to revolutionize the face of the industry. We sincerely hope that you find the curriculum to be challenging yet informative, fundamental yet essential, and comprehensive yet forward-thinking. It was designed especially for you and other future leaders in the space by some of the leading academics and most well-known executive practitioners in the areas of sourcing, outsourcing, third party risk, governance and other related topics. Who knows...one of them may even be holding a seat warm for you.

We challenge you to approach your selected SIG University program as seriously as you would any college course. Not only is the content more relevant to your position than any class before, but it can be the difference between your career today and your future dream job. Good luck on this exciting new journey!

Sincerely,

Dawn Tiura | President and CEO

SIG, The Network for Sourcing Executives | www.sig.org

SIG University, Certifying Sourcing Leaders | www.sig.org/university

Future of Sourcing, digital, People, Technology, Solutions | www.futureofsourcing.com

EXECUTIVE SUMMARY

SIG University curriculum was prepared by Fortune 500 senior executives and leading academics from the top supply-chain universities in North America, subject matter experts and practitioners in sourcing, governance, third party risk, and automation. It is based on the newest principles and methodologies available. SIG University offers certification programs in an online learning environment that focuses on enhancing skills for professionals in sourcing, procurement, and risk. Its asynchronous virtual environment allows for an education without borders, helping working professionals gain the skills they need to compete in the jobs they want.

SIG University is offered to people of all levels in their careers who seek training opportunities while earning continuing education credits. The certification is valid for three years and enhances experiential learning with best-practice training.

Mission

The mission of SIG University is to enable students to become global sourcing leaders by engaging them in a collaborative learning environment that fosters, supports and promotes excellence in online education.

Vision

To be internationally recognized for our institution-wide commitment to academic excellence in sourcing, outsourcing, procurement, risk and governance through innovative teaching and the success of our alumni.

Education Model

Academic practices that encourage and facilitate collaboration are central to the SIG University education model. Adult students find benefit in instructional practices that encourage dialog and increased communication. This adds a robust “horizontal” dimension to the learning exchange as students teach and learn from one another.

Educational Objectives

Each program has a different set of modules and learning objectives applicable to each program. You can find a full list of modules and objectives in our [SIG University Curriculum Guide](https://sig.org/SIGUniversity).

STUDENT EXPECTATIONS

Student Pre-Requisites

Our programs are created to accommodate participants seeking an intermediate learning experience. Those enrolling in one of our programs must meet one of the following prerequisites:

- Bachelor's degree OR
- 4 years of relevant industry experience OR
- 8+ years of general business experience

*SIG University reserves the right to waive these pre-requisites when approved by the Director of Education.

Student Standards

Each student brings to the SIG University community unique skills, talents, values and experiences which, when expressed within the community, contribute to the quality of the educational environment. Students share with members of the faculty, administration and staff the responsibility for creating and maintaining an environment conducive to learning and personal development, where actions are guided by mutual respect, integrity and reason. By their attendance at SIG University, students are obligated to comply with its regulations and procedures, which they are expected to read and understand.

Prohibited Conduct

Prohibited student actions include, but are not limited to:

1. Conduct that is disruptive (e.g., using the online classroom for anything other than learning).
2. Falsification or misuse of any document, record or instrument of identification.
3. Intentionally interfering with the freedom of expression of others in the discussion forums.
4. Intentionally sharing test attributes or questions with other students.
5. Violating published SIG University policies, rules or regulations.
6. Posting any personal items on classroom chat boards, including but not limited to listing items for sale or posting resumes.

7. Using, without written consent by SIG University, any of the following:
 - a. Logos
 - b. Trademarks
 - c. Marketing packages
 - d. Sales packages
 - e. Students must not copy, store, or use images or graphics
8. Copying, distributing, sharing or creating training based on the course content and curriculum provided at SIG University.
9. Sharing their student login information or allowing non-students to enter the virtual classroom at any time.
10. Cheating on quizzes/assessments or plagiarizing of essays.
11. Stealing, altering, redirecting or otherwise tampering with the form or content of digital media created or presented by another person without the explicit permission of that person.
12. Forgery of previous work or academic history to meet entrance qualifications.
13. Gaming the system, which is defined as, speeding through the coursework without time or focus on the material, misusing the learning technology in a manner to gain course completion/quiz success quickly and other deceptive tactics to pass coursework without the proper time, effort and energy.
14. Being disrespectful or offensive in any way towards SIG staff, faculty, or other classmates.

Attempts to commit acts prohibited by this Code of Conduct may be punished by removal from the classroom and organizational suspension from SIG. In order to remain in good standing with SIG University and its affiliates, students are expected to strictly follow and comply with the SIG University Student Handbook.

Graduation Requirements

To graduate from a SIG University program and earn your certification, you must satisfy each of the requirements listed below in the timeframe given. These include completing the curriculum, passing all quizzes / assessments, discussion forum engagement, and completion of a final essay (or exam where applicable). Because unexpected personal emergencies arise, technology fails, and other delays occur, students should make every effort to complete these requirements each week well in advance of the deadline. Each of these following graduation requirements are explained in further detail in the Student Orientation provided to you when being granted access to the virtual classroom.

Curriculum

Each week students are assigned a learning path consisting of one or more eLearning modules. Each module is comprised of a series of one or more units and/or lessons depending on the program in which you are enrolled. These include pre-recorded lectures adding depth to lesson content.

Depending on your program you may have supplemental reading to coincide with your eLearning modules.

Students must complete all lessons of all modules and required reading in the timeframe allotted for that week's learning path. If you have vacation planned, it is recommended that you notify the support team in advance of your vacation so they can discuss with you your options. Extensions must be approved by the SIG University Support team via email (sigu.support@sig.org).

If you have not completed any modules in one of the weekly assigned learning paths by the middle of a given week, you may receive an email reminder by the SIG University's support team. This does not mean you haven't started, but our LMS system reports by completions. We would rather overly remind you rather than risk you missing a deadline and not graduating.

*Note: For the LMS system to register you in the system as complete for a lesson you must play each lesson to the very end of the last slide.

Quizzes / Assessments

Depending on the program in which you are enrolled, following each lesson or module, you are required to take a quiz. You must pass each quiz with an 80% or higher.

Students can repeat the lessons and assessments as many times as needed during the time allocated in order to pass the quizzes.

It is important to note that the goal of the program is to leave knowing the material and truly understanding the information provided. The quizzes are meant to measure retention and understanding. Remember we are trying to raise the bar and fluency in the topics covered in each program and this coursework is not intended to be easy. We are focused on learning and we hope that is your focus as well.

Discussion Forum Engagement

Each week, students are asked to participate and actively engage in classroom discussions with peers and faculty on topics covered during that week. As such, curriculum is reinforced through interactive discussion. Substantive posts should be made in all weeks of your program during the week it is active.

Your faculty will post questions to initiate deeper discussion on the material. Each week you must post in the discussion forum three times. Two must be completed by Wednesday each week and the last one must be completed by Sunday's due date of each week. All discussion posts are due at 11:59pm (EST) on the posted due date.

If you do not complete these posts by their deadline each week you risk not graduating and earning a certificate. This is an essential element of your learning as this dialogue helps put topics into context and enables better retention of concepts.

This asynchronous communication is meant to provide the benefit of a traditional classroom setting but aided by technology to allow for flexibility and accessibility of your varying time zones and schedules.

A post or message that demonstrates substance contributes to the understanding and application of ideas by doing one or more of the following:

- Reflection about meaning: Describe thoughtfully what something means or new insights it provides or raise a question as a seed for clarification or further discussion.
- Analysis: Discuss relevant themes, concepts, main ideas, components, or relationships among ideas. Or, identify hidden assumptions or fallacies in reasoning.
- Elaboration: Build on ideas of others or ideas found in the readings by adding details, examples, a different viewpoint, or other relevant information.
- Application: Provide examples of how principles or concepts can be applied to actual situations or discuss the implications of theory for practice.
- Synthesis: Integrate multiple views to provide a summary, a new perspective, or a creative refashioning of ideas.
- Evaluation: Assess the accuracy, reasonableness, or quality of ideas.

Those enrolled in self-paced programs are required to post a response to three discussion questions each week since the discussion forum in this delivery model is not moderated by faculty.

*Note: Please for the consideration of other students and faculty, keep responses contained in each applicable thread. Only create new threads when you are posing a new substantive question or observation. Feedback/commentary about the program does not count as a substantive post (i.e. "This week's topics were great!", "Great job, SIG!", etc.). A substantive message does not have to be long. Not all long posts are substantive, and not all short posts are non-substantive. Exceptions to the discussion forum posts must be approved by the SIG University Support team via email (sigu.support@sig.org).

Essay

Students are required to submit an essay that demonstrates proficiency in a topic covered in the program and how they hope to apply the lessons learned in their job function and/or organization.

Essays should be 600 to 800 words and accompanied by the student's headshot and a short, professional biography (150 words or less).

Essays must be completed within a week of the completion of the program at the latest. Most times faculty will review and provide feedback within one week after submission, although there could be delays around holidays and for other extenuating circumstances. Given a delay, it should not exceed two weeks post submission. Exceptions to the essay submittal must be approved by SIG University Support team via email. (sigu.support@sig.org).

SIG may request permission to publish your essay as a blog on our website. If necessary, students should get approval from the appropriate departments within their organization (e.g., marketing, legal, supervisors) prior to publishing. SIG will not be held accountable for publishing an essay on the blog if the student gave us expressed consent, but this goes against their organization's policies. SIG does not know individual organization's policies and relies on individual consent. Students may choose to exclude any references to the organization in which they work and can discuss applying lessons learned more generally.

SIG University faculty and staff reserves the right to not publish the essay on their blog or publish the essay at a later time (if permission has been granted), as well as request revisions.

*Note: All essays are checked for plagiarism. If we find you have plagiarized your essay you may be subject to expulsion with no refund of program fees and if your enrollment is mandated by your organization your supervisor may also be notified of the offense.

Graduation

Once all required elements for graduation have been completed, the SIG University Support team will assign you a virtual graduation from Litmos, our LMS system. This is typically issued within a week of completion although there could be a slight delay around holidays. Upon completing the virtual graduation, a digital certificate of completion will be automatically generated and accessible for downloading. The system automatically generates a unique certificate number for each recipient. A digital badge will also be issued to each graduate which can be shared on social media platforms as well as added to your email signature.

Program content such as slides cannot be exported. You will have access to the Litmos platform for an additional two weeks after the completion of the program to review content or download study guides for applicable programs. If you are a member of SIG you will retain your access to the SIG Resources Center (SRC) after completion of the program, but if you are not a SIG member, access to the SRC will also be deactivated at that time.

Following graduation, you will be invited to join our SIG University Alumni Group on LinkedIn to network with other alumni and faculty. We encourage you to take advantage of this network. Please also, make sure to follow SIG University on LinkedIn at <https://www.linkedin.com/company/sig-university> to stay informed on all the latest happenings at SIG University, including new program offerings, semester start dates, ways to earn continuing education as well as special offers.

OUR TECHNOLOGY PARTNERS

Litmos (LMS) Platform

SIG University is hosted on the Litmos LMS (Learning Management System) platform. Students will log in weekly to view content and complete their graduation requirements.

At the time this handbook was created, the minimum system requirements for using the Litmos Platform were as follows:

Desktop:

- A Broadband Internet connection
- Web browser:
 - Internet Explorer 8+
 - Firefox 2+
 - Safari on Mac 1.2+
 - Google Chrome
- Javascript and Cookies enabled
- The latest version of Flash Player installed

Mobile Devices:

- Apple devices using Safari
- Android devices using Chrome

*While not a requirement, Litmos is best viewed using a minimum screen resolution of 1024x768

For the most up to date listings of their minimum system requirements, please visit their website at:

<https://support.litmos.com/hc/en-us/articles/227737127-Litmos-Frequently-Asked-Questions#faq0>

SAP Litmos also has native mobile apps available for Apple iOS and Android devices that can be downloaded and used by Learners to access their training on their mobile devices. SAP Litmos Training Apple (iOS) and Android mobile app download links:



You won't be able to login to the mobile app until you've been granted access to the platform once the semester starts. You will be prompted to enter in the SIG University domain prior to inputting your login credentials. The domain you should use is: SIGUniversity.

The Litmos Platform also has a number of auto-generated email alerts that you will be receiving. To ensure no content is blocked from your organization or emails rejected, please make sure to contact your IT department and provide them the list of IP addresses to whitelist from Litmos on their website at:

<https://support.litmos.com/hc/en-us/articles/360000749753-Whitelisting-IP-Address->

Credly Digital Badging Platform

At the conclusion of your program, once all graduation requirements have been satisfied, you will receive an invitation from Litmos to your virtual graduation with instructions on how to access your certificate, as well as instructions on how to access your digital badge from our partner, Acclaim.

A digital badge is the digital equivalent of a certificate that shows your credentials, accomplishments, skills, participation, etc. that are earned in various capacities. To showcase the ways that you interact with SIG, we have partnered with Acclaim, a part of Credly/Pearson, to provide you with a digital version of SIG-earned credentials. Digital badges can be used in email signatures or digital résumés, and on social media sites such as LinkedIn, Facebook and Twitter. Digital badges contain verified metadata that describe your qualifications and the process required to earn them.

You can view more about digital badges and our partnership with Credly at: <https://sig.org/digital-badging-acclaim>

SIG UNIVERSITY SUPPORT TEAM

Contact Information

The SIG University Support Team can be reached via email at sigu.support@sig.org. The team is available Monday through Friday – 8:00 AM ET to 5:00 PM ET to respond to inquiries.

Technical Difficulty

If you have questions that cannot be answered by our list of Frequently Asked Questions (FAQs) found on our website (https://sig.org/sigu_faq), please reach out to us for assistance.

If you are having any technical issues with the platform, please provide as much detail in your email as possible to aid in quick troubleshooting and resolution. We recommend indicating at a minimum:

- The program you are enrolled in
- The week, module, lesson you are having difficulty with
- Steps to recreate the issue you are experiencing
- Any screenshots of the issue (if available)

Standard Communications

The SIG University Support Team will reach out to you no later than the week prior to the scheduled start of your program with a welcome note, platform quick start guide, SIG Resource Center login credentials (if you don't have them already through SIG membership) and other important details to get you started in your enrolled program. Therefore, please make sure you allow emails from sigu.support@sig.org to prevent missing any important communications.

Other communications you may receive on a weekly basis include but are not limited to:

- Learning path assignments
- Mid-week progress check-ins
- Discussion forum reminders

POLICIES

Program Expiration

Learners must complete all lessons, assessments and graduation requirements within the prescribed timeframe for each program. If for extenuating circumstances a student is approved an extension or deferred to a later semester, a student must complete the program in which they are enrolled no later than one year from the date of purchase or enrollment.

Record Retention Policy

All paid transactions, test records, online program records, and correspondence are kept for no less than 5 years in electronic format at Sourcing Industry Group, 961687 Gateway Blvd, Suite 201M, Amelia Island, FL 32034. Contact Dawn Tiura at dtiura@sig.org.

These records include all of the following:

- a. Program outline
- b. Learning objectives, by lesson and module
- c. Number of recommended continuing education credits
- d. List of all participants registered for each program, by semester
- e. List of all participants successfully completing each program online
- f. The number continuing education credits earned by each participant, by program and in total
- g. The dates of the period during which each online program was available
- h. Copies of participants' online program evaluations
- i. Evidence of compliance with responsibilities set out under the standards for continuing professional education programs
- j. Participant surveys and feedback

Refund Policy

It is our policy to fully meet or exceed client and participant expectations. However, if for any reason clients or participants believe that their program needs were not met, they may request a refund for the program

fees. If the request is substantiated a full or partial refund may be granted. Requests for refunds should be directed to Dawn Tiura via email at dtiura@sig.org.

Refund requests are greatly facilitated if accompanied by a copy of a course enrollment or emailed invoice or receipt. Refunded fees will cause related records / achievements to be purged from SIG files; no credits, certificates, or digital badges will be awarded.

Program Cancellation Policy

Cancellations by students registered and confirmed can cancel up to 30 days prior to the program start date. They receive a full refund of all program fees paid.

At the discretion of SIG University administration, cancellations by participants registered and confirmed less than 30 days prior to the program start date will be receive a refund equal to 50% of the program registration fee, less any actual out of pocket costs incurred by SIG University.

For all program registrations where that the student requests a change of date, SIG U administration agrees to work closely with each participant to reschedule the program to a mutually agreeable alternate date.

SIG University agrees to honor all confirmed commitments. If for any reason beyond the control of SIG University (wide-spread sickness, injury, death, act of God, war, terrorism, or related issues) the program's instructor, faculty and/or required administrative staff are unable to meet our commitment to the student, we will immediately notify the student or their primary contact and will, at their request, attempt to find a mutually agreeable solution, reschedule the program, and/or make other changes within reason to fulfill SIG University's commitment to its students.

Complaint Resolution Policy

Any complaints should be directed to Dawn Tiura, President and CEO, SIG using the following contact methods:

e-mail: dtiura@sig.org

Ms. Tiura will make every effort possible to investigate the cause of all complaints and to take any corrective action that may appropriate.

Program Update Policy

Prior to initial publication, all SIG University online learning programs are reviewed by qualified person(s), which may include the program developer, instructor, Faculty or other qualified individuals. They will provide assurance that the materials are up to date, and the content is accurate, timely, and consistent with currently accepted standards relating to the pertinent subject matter(s). All SIG University programs will be reviewed and revised in the same manner, as appropriate, on an annual basis. During each review, the reviewer will verify legal, regulatory and technical accuracy, relevance, timeliness, and sufficiency to achieve the stated learning objectives. In addition, student evaluations for all programs will be reviewed each year to assess program effectiveness, and appropriate changes will be made as necessary to enhance maintain our high-quality standards, and the effectiveness of the online education program format and learning styles.

We also ask our students to advise us immediately if there are technical issues with the program, including when Internet links and references are not accessible / do not work. at: sigu.support@sig.org.

Certification Terms

All certifications must be renewed every three years to remain valid. SIG University certification programs are renewable by providing proof of Continuing Education (CE) credits earned or by retaking the program and are subject to applicable fees. A detailed explanation of re-certification guidelines can be found at: <https://sig.org/sig-university/certification-maintenance>