

LSCM/OPSM 4800 – Syllabus – Spring 2026

INTERNSHIP COURSE INFORMATION FOR LOGISTICS, OPERATIONS AND SUPPLY MANAGEMENT, & PURCHASING

Department: Supply Chain Management

Course Numbers: LSCM 4800.all sections, and
OPSM 4800.all sections

Semester/Term and Year: Spring 2026

Meeting Times/Location: Determined by the
Student Intern's Supervisor and Hiring Company

Credit Hours: 3

Grading: *This is a Pass/No-pass course.*

Course Instructor	Internship Coordinator
Ms. Chris Peavy, MS	Elizabeth Hubbard, MBA
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Preferred communication method is Canvas email.	Preferred communication method is Navigate email.

Course Description:

Supervised work in a job related to the student's career objective.

Course Objective:

Internships need to be meaningful. Students should use their internship to gain valuable work experience and expand their knowledge in their major. It is a good idea for students to seek a position in a firm or industry where they have an interest in pursuing permanent employment and where they can gain the desired competencies.

Important: Please adhere to the due dates outlined in the Reporting Deadlines document for this course, located in Canvas.

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Course Requirements:

Work Hours Required:	Minimum 240
Learning Objectives:	5-10 Personal Goals for the semester (submitted in Canvas)
Timesheets (2):	Mid-Semester (at least 120 hours) and End of Semester (at least 240 hours)
Student Evaluation:	Student receives a link via email from Handshake at the end of the semester
Employer Evaluation:	Supervisor receives a link via email from Handshake at the end of the semester
Final Report:	5 pages single-spaced (10 pages double-spaced), or 10-minute video recording
Current Resume:	Uploaded to both Canvas and Handshake
Special Instructions:	Final Report needs to be signed on each page by the Supervisor

After Starting Your Internship: (Assignments 1-3 of 7 total)

Complete the required assignments in Canvas. During the semester, you will be asked to complete several required assignments as outlined below. Please go to Canvas for complete details and documents related to these assignments once the semester begins. The required assignments are:

- **Learning Objectives:** A minimum of five and up to ten learning objectives that describe what your personal goals are for the semester, and what you want to learn during the internship experience. This is the contract between you, the company, and the Faculty Internship Director. You will enter the Learning Objectives on Canvas. They are due within two weeks of your start date. Please review them with your supervisor. Your supervisor does **NOT** need to provide an approval signature. *Instructions for writing your Learning Objectives are found in Canvas.* You may use GenAI to assist you with discovering your Learning Objectives. Please follow the guidelines for “GenAI Use” located in the **Course Policies** section of *this* document.
- **Timesheets:** You must submit two timesheets during your internship. One at mid-semester, reflecting approximately ½ of your required 240 hours, and a final timesheet. The completion of the 240 required hours should be recorded on these timesheets and requires a signature each week by your supervisor. The final timesheet needs to reflect all hours worked up to the semester due date, even if you’ve surpassed the required 240 hours. This document should reflect only the time spent working on your internship tasks. *Please download the forms from Canvas, fill in your hours, sign, and save, or you may use the timesheet you normally use for your work.* Then forward the form to your supervisor for initials and a digital signature. Submit the signed form to Canvas.

Important: Please adhere to the due dates outlined in the Reporting Deadlines document for this course, which can be found in Canvas.

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At the End of Your Internship, according to the Due Dates: (Assignments 4-7 of 7 total)

Submit the following via Canvas or Handshake, depending on which system is requesting the assignment:

- **Student Evaluation:** A link to this form will be sent to you via email from Handshake later in the semester. This is a detailed evaluation of the internship you completed and submitted online.
- **Employer Evaluation:** A link to this form will be sent to your supervisor via email from Handshake later in the semester. **Please be sure your supervisor's name and email address are listed correctly in your Experience Report. If this information changes, please update the information in your Experience Report or contact Elizabeth Hubbard.**
- **Final Report:** Details provided below
- **Updated Resume:** Submit a new or updated one-page resume in MS-Word format, which includes the internship experience you just completed, plus any other significant career updates, to both Canvas and your Handshake profile.

Final Report:

Each student will choose to submit one of the following for their Final Report.

Option A – Final Paper

Students may submit a Final Paper to describe the work they performed and what they learned during the internship. It should be strongly based on the learning objectives that they submitted at the beginning of the semester. The paper provides an opportunity for students to connect the dots between their specific job responsibilities and learning objectives, and how these relate to what they are learning in the classroom. Furthermore, a written document will enhance your recall as you progress in your career. You can refer back to this information in preparation for job interviews (you will probably be asked to discuss accomplishments or discuss how you reached a certain goal). You can also refer back to the information when you confront similar challenges in future work situations.

The Final Paper will be a 5-page single-spaced (or 10-page double-spaced) typewritten Final Paper submitted to Canvas. The content of the paper must include:

- A description of the type of business the company conducts (i.e., manufacturer, retailer, carrier, 3PL), number of employees, and years in business. Identify what this employment location does.
- For each learning objective:
 - Identify the learning objective.
 - Completely discuss what actions were taken to complete each objective.
 - Provide a clear measurement of the success of each objective accomplishment. For example, "Improved the invoice payment process to increase the quantity of completed invoices from 5 invoices per hour to 7 per hour, reduced error rate by 12%, and lowered

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cost by 3%.” Claims must be supported. (These achievements should also appear on the student’s resume.)

- Conclude by identifying what was learned and how this experience is expected to be used in the student’s future career.
- Students must ensure all grammar and spelling are correct. All papers will be read by the Course Instructor. *Any paper containing three or more spelling and grammatical errors will be returned to the student for rework and resubmission before a grade is assigned.*
- **Supervisors must sign each page of the Final Paper.** Students must submit their final report to Canvas in a timely manner so that the Course Instructor has enough time to grade their paper (as well as all the others received) and file grades. Refer to the due date listed in the **Reporting Deadlines** document for this course in Canvas.

Option B – Recorded Video Presentation

Instead of a Final Paper, students may choose to record a 10-minute Video Presentation describing the work performed and the learning acquired during the internship.

In the recorded video, all learning objectives submitted at the beginning of the semester should be presented and discussed, including how well the objectives were accomplished or why they were not, as applicable. In the presentation, students should take the time to connect the dots between their specific job responsibilities and learning objectives, and how these relate to what they learned in the classroom. Beyond that, creating a recorded video will help students practice their presentation skills and enhance their recall as they progress in their careers. Students can refer back to this information in preparation for job interviews (a popular interview question is to discuss accomplishments or highlight how specific goals were met). Students might also refer to the information when facing similar challenges in future work situations.

After recording, students will upload the 10-minute Video Presentation to Canvas or submit a link to the recording. The content of the presentation must include:

- A description of the company's business type (i.e., manufacturer, retailer, carrier, 3PL), number of employees, and years in business. Identify what your employment location does.
- For each learning objective:
 - Identify the learning objective.
 - Completely discuss what actions took place to complete each objective.
 - Provide a clear measurement of the success of each objective accomplishment. For example, “Improved the invoice payment process to increase the quantity of completed invoices from 5 to 7 per hour, reduced error rate by 12%, and lowered cost by 3%.” Support all claims. (These achievements should also appear on the student’s resume.)
 - Conclude by identifying what was learned and how this experience is expected to be used in the future career.

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- Students must ensure their video recording contains at least 10 minutes and not more than 15 minutes of presentation. Students may refer to any notes they bring to the recording, but they should not read the notes aloud. Students should remember to look directly at the camera when giving their presentation. Speak clearly, avoid saying ‘um’ in between thoughts, and stay within the time limits. All presentations will be reviewed by the Course Instructor. *Any video containing three or more presentation errors will be returned to the student for rework and resubmission before a grade is assigned.*
- Supervisors must review the final presentation and provide a signed statement confirming that they have watched it.** Give the supervisor ample time to view the recorded presentation and provide a simple form for them to sign, verifying that they have watched the video. Students must submit their Video Presentation and Supervisor Signature Verification to Canvas on time so that the Course Instructor has enough time to grade it (as well as all the other submissions received) and file grades. Refer to the due date in the **Reporting Deadlines** document for this course in Canvas.

Course Calendar:

- Schedule:** Please follow the due dates as found on the **Reporting Deadlines** document in Canvas.
- Campus Closures:** In the event university operations are disrupted due to an emergency or other hazardous conditions threatening the safety, health, or welfare of the campus community, UNT may be required to cancel classes, suspend operations, or close campus in its entirety. **Campus closures do not affect company closures.** Please work with your supervisor to determine if work should be suspended due to hazardous conditions.
- University Holidays:** The university campus is closed on the following Spring 2026 Holidays:

MLK Jr. Day	January 19, 2026
Spring Break	March 9 to 15, 2026

Course Policies:

- Attendance Policy:** This course does not require attendance in a classroom. You will work with your supervisor to determine an appropriate work schedule that results in the required number of hours.
- Late Policy/Missed Assignments:** You are responsible for knowing the assignment deadlines and submitting your work on time. This is a Pass/No Pass course. It’s essential that you submit all required assignments on time. If all of your assignments are completed by the end of the course, you will earn a passing grade. Any missing assignments will result in an “Incomplete” (equivalent to a failing grade), which could affect your graduation timeline.
- Communication:** You should communicate with the Internship Instructor through Canvas email. If

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you send an email from an alternate source, make an unscheduled in-person office visit, or leave voicemail messages, you may be asked to resubmit your questions through Canvas email. Communication with students and the supervisor throughout the semester depends on having accurate information available in Handshake and on the Experience report. Assuring this information is correct is your responsibility.

- **GenAI Use:** Permitted - In this course, you are permitted to use Generative AI (GenAI) tools to support your learning and develop skills for a GenAI-oriented workforce. This use will help us stay technically proficient and ethically grounded. However, GenAI should complement, not replace, any course materials. If anything seems unclear, please don't hesitate to ask. You may use GenAI to provide suggestions for your Learning Objectives. Remember to discuss them with your supervisor before submitting them to Canvas. In line with the UNT Honor Code, all work you submit must be your own. Using GenAI tools without proper attribution or relying on them to complete assignments violates academic integrity and will be addressed in accordance with UNT policy.

University Policies:

- The University of North Texas makes reasonable accommodations for students with disabilities. To request accommodations, you must first register with the Office of Disability Access (ODA) by completing an application for services and providing documentation to verify your eligibility each semester. Once your eligibility is confirmed, you may request your letter of accommodation. ODA will then email your faculty a letter of reasonable accommodation, initiating a private discussion about your specific needs in the course. You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty members have the authority to request that you discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the Office of Disability Access website (<https://studentaffairs.unt.edu/office-disability-access>).
- UNT strives to offer a high-quality education in a supportive environment where you can learn, grow, and thrive. As a faculty member, I am committed to supporting you, and I would like to remind you that UNT offers a range of mental health and wellness services to help maintain balance and overall well-being. Utilizing these resources is a proactive way to support your academic and personal success. To explore campus resources designed to support you, check out mental health services (<https://clear.unt.edu/student-support-services-policies>), visit <https://www.unt.edu/success/>, and explore <https://www.unt.edu/wellness/>. To get all your enrollment and student financial-related questions answered, go to <https://scrappysays.unt.edu/>.