

LSCM/OPSM 4800 – Syllabus – Fall 2026

INTERNSHIP COURSE INFORMATION FOR SUPPLY CHAIN MANAGEMENT WITH A CONCENTRATION IN LOGISTICS, AVIATION LOGISTICS, OPERATIONS, OR PURCHASING

Department: Supply Chain Management

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

Semester/Term and Year: Fall 2026

Meeting Times/Location: Work schedule is
determined by the Supervisor/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 are interested in pursuing permanent employment and 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

After Beginning 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 help you discover 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 at least 120 hours worked, and an end-of-semester timesheet reflecting at least 240 hours worked. Hours worked should be recorded on these timesheets each week, with your supervisor’s initials, and the submitted document must also be signed by your supervisor. Please refer to the section Important Notice Regarding Signatures in this document for further information. Both timesheets 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 work, provided it contains the required elements.* Forward the form to your supervisor for initials and a signature. Submit the signed form to Canvas.

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

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After Completing Your Internship: (Assignments 4-7 of 7 total)

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

- **Student Evaluation:** An invitation to complete this evaluation will be sent to you via email from Handshake later in the semester. This is a detailed evaluation of your internship experience, your employer, and the internship program.
- **Employer Evaluation:** An invitation to complete this evaluation 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. If you need assistance, contact Elizabeth Hubbard.**
- **Final Report:** Details provided below
- **Updated Resume:** Submit an updated 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 – Typewritten Final Paper

Create a typewritten document to describe the work performed and the learning acquired during your internship. This report should be strongly based on the learning objectives that you submitted at the beginning of the semester. You will highlight and discuss each learning objective, and include how well each objective was accomplished or why it was not, as applicable. The paper provides an opportunity to connect the dots between your specific job responsibilities, your learning objectives, and what you 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.

Your Final Paper will include a 5-page single-spaced (or 10-page double-spaced) typewritten document, and a signed Supervisor Verification Form uploaded 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 the work performed at this employment location.
- For each learning objective:

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- Identify the learning objective.
- Completely discuss what actions were taken to complete each one
- 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 cost by 3%.” Claims must be supported. (These achievements should also appear on your resume.)
- For any learning objective not accomplished, provide an explanation and include ideas that might have made the objective obtainable.
- Conclude by identifying what was learned and how this experience is expected to be used in your future career.
- You must ensure all grammar and spelling are correct. Your 5-page single-spaced (or 10-page double-spaced) typewritten paper needs to be over 1,500 words. Format your paper with one-inch margins on all sides. All papers will be read by your Course Instructor. *Any paper containing three or more spelling and grammatical errors will be returned to you for rework and resubmission before a grade is assigned.*
- **Supervisors must review the typewritten paper and provide a signed statement confirming that they have read it.** Give your supervisor ample time to read the typed document and to sign the verification form. Please submit your final report and Supervisor Signature Verification Form to Canvas in a timely manner so that the Course Instructor has enough time to grade your 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

Record a video presentation to describe the work performed and the learning acquired during your internship. This presentation should be strongly based on the learning objectives that you submitted at the beginning of the semester. You will highlight and discuss each learning objective, and include how well each objective was accomplished or why it was not, as applicable. The presentation provides an opportunity to connect the dots between your specific job responsibilities, your learning objectives, and what you are learning in the classroom. Beyond that, creating a recorded video will help you practice your presentation skills and 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.

Your Video Presentation will include a 10 to 15-minute video file or a link to the recording, and a signed Supervisor Verification Form uploaded to Canvas. The content of the presentation must include:



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- A description of the company's business type (i.e., manufacturer, retailer, carrier, 3PL), number of employees, and years in business. Identify the work performed at this employment location.
- For each learning objective:
 - Identify the learning objective.
 - Completely discuss what actions took place to complete each one
 - 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 cost by 3%." Claims must be supported. (These achievements should also appear on your resume.)
 - For any learning objective not accomplished, provide an explanation and include ideas that might have made the objective obtainable.
 - Conclude by identifying what was learned and how this experience is expected to be used in the future career.
- You must ensure their video recording contains at least 10 minutes and not more than 15 minutes of presentation. You may refer to any notes they bring to the recording, but do not read the notes aloud. Remember to look directly at the camera when giving your presentation. Speak clearly, avoid saying 'um' in between thoughts, and stay within the time limits. A PowerPoint Presentation is not required, but it may be a useful tool to you when presenting. All presentations will be reviewed by your Course Instructor. *Any video containing three or more presentation errors will be returned to you for rework and resubmission before a grade is assigned.*
- **Supervisors must review the video presentation and provide a signed statement confirming that they have watched it.** Give your supervisor ample time to view your recorded video and to sign the verification form. Please submit your final report and Supervisor Signature Verification Form to Canvas in a timely manner so that the Course Instructor has enough time to grade your 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.
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Important Notice Regarding Signatures:

Three assignments require your supervisor's signature: both timesheets and the Final Report Verification Form. Supervisors must sign either physically or digitally via Adobe. A digital signature is an authentication mechanism that enables a code to be attached as a signature. It is unacceptable to type your supervisor's name in a stylized font on the signature line. Please note the acceptable signature types below.

- **Physical Signature:** Print the document. Use a pen to sign your name in cursive. Present the document to your supervisor for their signature. After both signatures are obtained, upload a copy of the document into Canvas.
- **Digital Signature:** On a saved copy of the .pdf document, click the 'Fill & Sign' option. Click the

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appropriate box to add your signature. Use a Digital ID signature you already created or 'Create a new Digital ID,' 'Save to File,' and create your self-signed Digital ID. Forward the document to your supervisor for their signature. After both signatures are obtained, upload a copy of the document into 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:** During this semester, the university campus is closed on the following dates:

Labor Day	September 7, 2026
Thanksgiving Break	November 23 – 29, 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 you send an email from an alternate source, make an unscheduled in-person office visit, or leave a voicemail, you may be asked to resubmit your questions via 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

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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:

- **Academic Integrity Standards and Consequences** - According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to, cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.
- **ADA Accommodation Statement** - UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to deliver to faculty to begin a private discussion of the student's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. 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>).
- **Additional Support Resources** - UNT strives to offer a high-quality education in a supportive environment where you can learn, grow, and thrive. 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/>.
- **Emergency Notification & Procedures** - UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the UNT Learning Management System (LMS) for contingency plans for covering course materials.