

LSCM/OPSM 4800 – Syllabus – Fall 2025

LOGISTICS INTERNSHIP MANAGEMENT & INTERNSHIPS IN OPERATIONS MANAGEMENT

Department: Supply Chain Management

Course Numbers: LSCM 4800.752, LSCM 4800.753, OPSM 4800.751, and OPSM 4800.752

Semester/Term and Year: Fall 2025

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:

Your internship needs to be meaningful. You should use your internship to gain valuable work experience and increase your knowledge in the field of your major. It is a good idea to seek a position in a firm or industry where you have an interest in possible permanent employment, and where you will gain desired competencies.

Course Requirements:

Work Hours Required:	Minimum 240
Learning Objectives:	5-10 Personal Goals for the semester (submitted in Canvas)
Timesheets (2):	Mid-Semester and End of Semester
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 Paper:	5 pages single-spaced (10 pages double-spaced), each page signed by Supervisor
Updated Resume:	Uploaded to both Canvas and Handshake

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After Starting Your Internship: (Assignments 1-3)

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 in the **Reporting Deadlines** document for this course found in Canvas.

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

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 Paper:** 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 updates to both the assignment in Canvas and again on your Handshake profile.

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Final Paper:

Your final paper is the best way for you to describe what you have done and what you have learned over the course of the internship. It should be strongly based on the learning objectives that you submitted at the beginning of the semester. The paper provides the opportunity for you to connect the dots between your specific job responsibilities and learning objectives, and how they relate to what you are learning in the classroom. Beyond that, a written document will improve your recall as you go forward 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.

You will submit a 5-page single-spaced (or 10-page double-spaced) typewritten Final Paper 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 your employment location does.
- For each learning objective:
 - Identify the learning objective.
 - Completely discuss what actions you took 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 cost by 3%.” Support your claims. (These achievements should also appear on your resume.)
 - Conclude by identifying what was learned and how you expect to use this experience in your future career.
- Make sure your grammar and spelling are correct. All papers will be read by the Internship 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.
- **Your supervisor must sign each page of your paper.** You must submit your final report to Canvas in a timely manner so that your professor 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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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 is to be suspended for hazardous conditions.
- **University Holidays:** The university campus is closed on the following Fall 2025 Holidays:

Labor Day	September 1, 2025
Fall Break	November 27 to 28, 2025

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 alternate sources, make an unscheduled in-person office visit, or leave voice mail messages, you may be asked to resubmit your questions through Canvas email. Communication with students and the supervisor throughout the semester depends on the correct information being 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 something seems unclear, feel free 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 attribution or relying on them to complete assignments violates academic integrity and will be addressed according to UNT policy.

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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 have the authority to ask you to 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 want to remind you that UNT offers a range of mental health and wellness services to help maintain balance and 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/>.