

LSCM 4800: LOGISTICS INTERNSHIP

Syllabus - Spring 2023

Contents

Course Description	2
Communications	2
Faculty Contact.....	2
Internship Coordinator	2
Grading	2
Objective	2
PREREQUISITES.....	2
Before Getting Hired.....	2
After You are Hired	3
COURSE REQUIREMENTS.....	3
Course Deliverables and Due Dates	3
Course Requirements (ALL requirements must be met to Pass your Logistics Internship course).....	4
LEARNING OBJECTIVES	5
Submitting Your Learning Objectives.	5
INTERNSHIP REPORT CONTENT	6
SIGNATURE REQUIREMENTS.....	6
Acceptable Signatures	6
HANDSHAKE: Submitting your Experience Request.....	7
FREQUENTLY ASKED QUESTIONS	8

Course Description

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

Communications

Use **Canvas email** for all email correspondence.

Faculty Contact

Dr. David Nowicki
david.nowicki@unt.edu | BLB 150 F | (940) 565-2367

Internship Coordinator

Beth Kent
beth.kent@unt.edu | BLB 031 | (940) 565-2866



Grading

This is a Pass/No-pass course.

Objective

Your internship should be used to gain valuable work experience and increase your knowledge in your major field. 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.

PREREQUISITES

Before Getting Hired

You must meet the qualifications of G. Brint Ryan College of Business and LOM Department.

- You declared a major in either Logistics and Supply Chain Management or Aviation Logistics.
- You have completed LSCM 3960-Logistics and Supply Chain Management and be within two semesters from graduation after the internship.
- You are eligible for your Professional Field Courses.
- You are in Good Academic Standing.
- Job description is related to your major.
- **Your Internship is paid** (hourly or salaried position).
- Your supervisor must be identified.
- You will work a minimum of 240 hours during a semester.

After You are Hired

Once you have obtained an internship position (subject to approval as noted below):

- 1) Before receiving this Logistics Internship packet, you must complete the Handshake online Request an Experience by clicking on 'Career Center' and then 'Experiences' on your Handshake account. This begins the approval process for your internship. Please follow all instructions.
 - a) LSCM students select: Logistics and Supply Chain Internship (first field)
- 2) After filling out the Request an Experience on your Handshake account
 - a) It will be forwarded to your supervisor for approval (contact information provided by you in Experience).
 - b) It will be forwarded to the intern coordinator for review.
 - c) It will be forwarded to the Faculty Internship approver, Dr. David Nowicki (david.nowicki@unt.edu), for approval. He will determine if the internship meets the standards of a quality professional position that provides value-added learning and work experience.
 - d) The Advising department will set up the registration system to allow you to complete your registration into the appropriate internship course (LSCM 4800).
 - e) The Internship Coordinator will notify you that you are cleared to enroll.
- 3) **Registering for LSCM 4800.** After completing the verification and approval process, you will receive an email from the Intern Coordinator (Beth Kent) notifying you that you are cleared to register for the course. You will be instructed to register and pay by the registration deadlines.
- 4) **During the semester, you will be asked to complete several required assignments (refer to COURSE REQUIREMENTS).**

COURSE REQUIREMENTS

Course Deliverables and Due Dates

<u>Deliverable</u>	<u>Due Date</u>
Learning Objectives	F, Jan 27
Quiz	F, Jan 27
Timesheet (Mid)	F, Mar 03
Resume	W, May 03
Internship Report	W, May 03
Student Evaluation	W, May 03
Employer Evaluation	W, May 03
Timesheet (Final)	W, May 10 (Finals Week)

Course Requirements (ALL requirements must be met to Pass your Logistics Internship course)

Work hours required: Minimum 240 hours.

Learning objectives: A minimum of five and up to ten learning objectives that describe your personal goals 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 note each Learning Objective on the Experience Report in the Handshake Learning Objectives tab. They are due within two weeks of your start date. Please review with your supervisor. Your supervisor does NOT need to approve these in Handshake. (submit in Experience in Handshake).

Quiz: Complete a one-question quiz to confirm internship understanding and commitment. (Canvas assignment)

Timesheet (Mid): Mid-semester timesheet, reflecting approximately ½ your required 240 hours. Please refer to the **SIGNATURE REQUIREMENTS** section. Submit in Canvas.

Timesheet (Final): Final (end of the semester) timesheet. Must include at least the required 240 hours. This final timesheet must include all hours worked, not the incremental hours from the mid-semester timesheet submission. Please refer to the **SIGNATURE REQUIREMENTS** section. Submit in Canvas.

Resume: Submit your one-page resume (MS Word format) to the 'Documents' section of your Handshake account.

Student Evaluation: You will receive a link, through your UNT email, from Handshake towards the end of the semester. This is a detailed evaluation of the internship filled out by you and submitted online.

Employer Evaluation: Your supervisor will receive an email from Handshake with a link to the evaluation towards the end of the semester. Please be sure the correct supervisor and their email address are listed in your Experience report. If this information changes, please update the information in your Experience report or contact Beth Kent (beth.kent@unt.edu).

Internship Report: 5 pages single-spaced, ten pages double-spaced. Make sure to include your learning objectives and describe how the work you performed during your internship related to these objectives. Please refer to the signature requirements document. Special Instructions: Each page of your Internship Report needs to be signed by your supervisor.

LEARNING OBJECTIVES

Writing your learning objectives, submitting them in Handshake, and incorporating them in your Internship Report are required to Pass LSCM 4800. Learning objectives should reflect what you want to learn from the work experience. They should be realistic. That is, not so far outside the job requirements or the organization's work that the organization or your supervisor can't support them adequately. Your objectives should be attainable during the time you are working. They should tie in with your academic work as well. Ask questions such as what do I want to know more about as it relates to your major, as it relates to the organization for which you are working, as it relates to what you are learning in the classroom?

Submitting Your Learning Objectives. You should complete the Learning Objectives by going to your Experience in Handshake and clicking on the "Learning Objectives" tab.



- ✓ Click on 'View Details'



- ✓ Click on 'Learning Objectives'
- ✓ Add each Learning Objective by clicking the '+'



Learning objectives are not copies of your job responsibilities. Please do not just copy and paste from your job description. This is a collaborative effort. You must sit with your supervisor and review the learning objectives with that person. They need to know what you are trying to learn beyond your everyday responsibilities.

As with most business operations, good learning objectives need to be measured. As you are writing the objectives, consider how your supervisor, from a quantitative or qualitative point of view, might measure them.

Finally, you must use your objectives as a part of your final paper. It is a chance for you to summarize what you set out to learn, what progress you made, and how your learning relates to both the job and the classroom.

INTERNSHIP REPORT CONTENT

1. Describe the company's industry sector (i.e., manufacturer, retailer, carrier, 3PL), number of employees, and years in business. Identify what your employment location does.
2. For each **learning objective**:
 - Identify the learning objective (it needs to be consistent with the **learning objectives** you previously submitted in Handshake).
 - Discuss what actions you took to complete each objective.
 - Provide a precise measurement of the success of each objective accomplishment. For example, "Improved the invoice payment process to improve throughput 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 appear on your resume.
 - Identify what you learned and how you expect to use this experience in your future career.

SIGNATURE REQUIREMENTS

1. Mid-semester timesheet(s) require a signature from you and your supervisor. A timesheet template is provided (**LSCM 4800 Timesheet Fillable.pdf**).
2. Final (end of the semester) timesheet(s) require a signature from you and your supervisor. A timesheet template is provided (**LSCM 4800 Timesheet Fillable.pdf**).
3. Internship Report requires a signature from you and your supervisor. In addition, your supervisor must initial each page of your Internship Report.



Acceptable Signatures

1. Wet signature.

Use a pen to write your name in cursive. You will need to print your timesheets and internship report. Then you will have to provide a wet signature, and then you will have to get a wet signature from your supervisor. After both signatures are obtained, upload a copy of the document into Canvas.

2. Digital signature.

A digital signature is an authentication mechanism that enables a code to be attached as a signature. Here is how to create a Digital Signature in Adobe (.pdf file) and an example of a Digital Signature using the Time Sheet Template.

1. Click the 'Fill & Sign' option.
2. Click the appropriate box for your signature, Manager, or Student.
3. Use a Digital ID signature you already created or 'Create a new Digital ID,' 'Save to File,' and Create your self-signed Digital ID.

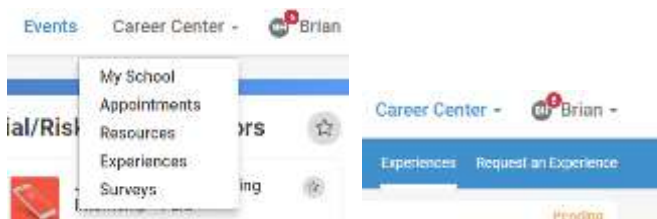
The screenshot shows a digital signature form with a header section containing instructions for students and managers. Below the instructions, there are two signature boxes. The first box is for the Manager, showing a signature of Beth Kent. The second box is for the Student, showing a signature of David Howard. Both boxes have a 'Fill & Sign' button next to them.

HANDSHAKE: Submitting your Experience Request

Your information in Handshake and the Experience Request needs to be accurate. It is your responsibility to make sure it is complete and up-to-date. To Pass your internship course, this information must be up-to-date and complete, and all requirements must be completed and submitted.

Handshake - <http://careercenter.unt.edu/> or <https://unt.joinhandshake.com/login>

1. Log in to Handshake
2. Select Experiences from the dropdown menu under Career Center
3. Click on the Request an Experience Tab and Complete the Form (select the Logistics and Supply Chain Internship as 'Type')



FREQUENTLY ASKED QUESTIONS

Q: What if the position is not paid?

A: Only paid internships are allowed.

Q: What happens if I do not find an internship?

A: Graduation will be postponed.

Q: I have heard I can substitute a course for an internship.

A: No. Field experience is a critical component in advancing the quality of the UNT Professional Program in Logistics.

Q: I already have a job. Can I use it to fulfill the internship requirement?

A: This is acceptable only if your internship position responsibilities are different from your regular tasks, such as a unique project or task force, and are related to logistics. There must be a learning component to your internship, thus, new responsibilities while completing your internship. The burden of proof is on the student. Simply fulfilling your regular duties does not count.

Q: Who is responsible for creating the learning objectives?

A: This is a shared responsibility between the employer and the employee (student). Please help ensure that this will be a learning experience that will benefit you and that you know your tasks before you start.

Q: My internship employer wants me to start immediately.

A: An internship can start at any time. You will register for the following semester if you begin after the registration deadlines of the current semester. You must be working during the semester you receive academic credit

Q: May I take more than one internship?

A: Yes, but only one (1) may count for credit.

Q: How much does the typical internship pay?

A: Based on data from Fall 2021 to Fall 2022 employer evaluations, pay ranges from \$28.64 per hour to \$9 per hour. The mean pay is \$17.89

- You may find that you are paid on a weekly, monthly, or annual rate. All data has been adjusted to an hourly rate.
- Pay should be at least the minimum wage of \$7.25 per hour.

Q: Will my internship lead to a career position?

A: Approximately 75% of logistics internships result in career job offers. Approximately 45% of the students accept. Think of this as a “low-risk” trial run for the employer and the employee.