

## Internship Course Packet

### LSCM 4800

#### Faculty Contact

Dr. David Nowicki – Course Instructor

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#### Intern Coordinator

Brian Hirsch, Ed.D.

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#### Course Requirements:

Work Hours Required: 240

Learning Objectives: Yes

Timesheets (2): Yes

End of Semester Evaluations: Yes

Report Length: 5 pages single-spaced, 10 pages double-spaced

Special Instructions: End of semester report needs to be signed on each page by Supervisor.

NOTE: Communication with students and supervisor throughout the semester depend on the correct information being available in Eagle Careers and Report An Intern. Assuring the information is correct is the student's responsibility. If information is not up-to-date and reports or assignments are not completed it may result in an incomplete or non-pass.

# LSCM 4800

## Logistics Internship

### Course Description

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

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

### Objective

Your internship should be used 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.

### After You are Hired:

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

1. Prior to receiving this Logistics Internship packet you must have completed the online 'Report an Internship Hire' found on your Eagle Careers account. This begins the enrollment process for your internship. Please follow all instructions.
2. After filling out the 'Report an Internship Hire' on your Eagle Careers account
  - It will be forwarded to the intern coordinator for review
  - It will be forwarded to the Logistic Faculty Internship Director, Dr. David Nowicki ([david.nowicki@unt.edu](mailto:david.nowicki@unt.edu); (940-565-2367) for his approval. He will determine if the internship meets the standards of a quality professional position which provides a value-added learning and work experience.
  - The Marketing department will set the registration system to allow you to complete your registration
3. To earn academic credit for your internship in the Logistics degree program:
  - You must have completed LSCM 3960-Logistics and Supply Chain Management and be within two semesters from graduation at the completion of the internship.
  - You must have a 2.5 GPA or higher.
  - The internship must be a paid position.
  - Twelve (12) hours of Upper Level COB (3000+) courses completed with a passing grade.
4. During the semester you will be asked to complete several required tasks as outlined below. (Please go to Blackboard for other documents related to these assignments)
  - Learning Objectives: A minimum of five and up to ten learning objectives which describe what you expect to do and learn during the internship experience. This is the contract between you, the company, and the Faculty Internship Director. You will receive a link to the form approximately the first day of the semester and periodically thereafter if they are not submitted online. These objectives **must** be developed with input from your internship supervisor.
  - Student Evaluation: A link to this form will be sent to you later in the semester. This is a detailed evaluation of the internship filled out by you and submitted online.
  - Employer Evaluation: A link to this form will be sent to your supervisor of record later in the semester. **Please be sure the correct supervisor and their email address is listed in your Report An Internship Hire. If this information changes, please update the information in your Report An Internship or contact Dr. Brian Hirsch ([brian.hirsch@unt.edu](mailto:brian.hirsch@unt.edu)).**
  - Timesheets: You must submit two timesheets during your internship. One at Mid-semester, reflecting approximately ½ 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. You are required to turn in a final timesheet that reflects all hours worked up to the semester due date, even if you've surpassed the required 240 hours. This will document all time spent at your internship during the semester. Please download the forms from Blackboard, fill in your hours, sign, and save. Then forward the form to your supervisor for initials and signatures. The form should then be submitted to Blackboard.

5. Important: Please locate the Evaluations and Report Deadlines sheet for this course in Blackboard.
6. **Registering for LSCM 4800:** After a verification and approval process, you will receive an email from the Intern Coordinator (Dr. Brian Hirsch) granting you permission to register for the course. You will be instructed to register and pay by the registration deadlines.

### **After You Start Your Internship**

- Complete and submit the online Learning Objectives by going to the link provided via email. You should review these with your Supervisor within the first two weeks at your internship. If you and your supervisor decide that changes or additions need to be made you can edit the form as appropriate.
- At the midpoint in your internship, submit a signed timesheet available in Blackboard. You should complete and save the form and forward it to your supervisor. Your supervisor should initial the times, sign, and then save the document. Submit the document to Blackboard when complete.

### **After completing the required 240 hours:**

Submit the following via Blackboard or Eagle Careers depending on which system is requesting the assignment:

1. Final timesheet signed by you and your supervisor and submitted via Blackboard.
2. Completed student evaluation of your internship submitted through Eagle Careers
3. Completed employer evaluation of your internship performance completed and submitted by your supervisor to Eagle Careers
4. Submit a 5-page single spaced (or 10-page double spaced) typewritten paper to Blackboard
5. The content of the paper must include:
  - a. 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.
  - b. For each learning objective:
    - i. Identify the learning objective.
    - ii. Completely discuss what actions you took to complete each objective.
    - iii. Provide a clear 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.
  - c. Conclude by identifying what was learned and how you expect to use this experience in your future career.
  - d. Make sure your grammar and spelling are correct. Any paper containing three or more spelling and grammatical errors will be returned to the student by Dr. Pohlen requesting re-work and re-submission before a grade will be assigned.
6. Your supervisor must sign each page of your paper. You must submit your final paper to Blackboard in a timely manner as to give Dr. Pohlen enough time to grade your paper (as well as all the others received) and file grades. Refer to the due date on the Evaluations and Report Deadline sheet.

**Resume Requirement: Submit to Dr. David Nowicki**, Logistics Faculty Internship Director, ([david.nowicki@unt.edu](mailto:david.nowicki@unt.edu)) a new one-page resume in MS-Word format which includes your just completed internship experience (plus any other new updates). Name your submission as follows:

<last name>\_<graduation semester>\_<year>.doc

for example:

Doe\_Summer\_2012.doc

## 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 special 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. 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). We want you to help ensure that this will be a learning experience that will be beneficial to you and that you know what your tasks will be before you start.

**Q: My internship employer wants me to start immediately?**

A: An internship can start at any time. You will simply register for the following semester.

**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: Pay has ranged from a high of \$40.63 per hour (Consulting Company) to \$7.25 per hour. Mean pay is \$12.62 and median pay is \$12.00. 68.26% of internships pay between \$16.83 per hour and \$8.41 per hour.

- 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.

### **The Employer Should Expect to Provide:**

1. A “QUALITY LEARNING” experience for the student with regular interaction with the intern by the supervisor.
2. A suitable work environment located in or from a commercial business facility.
3. Approximately 15-20 minutes for a short visit with a Coordinator from Career Center at the University of North Texas, at your facility, once during the semester. The supervisor should also be available for brief phone or in-person visits by the Logistics Faculty Internship Director.
4. Help the student compile ten learning objectives; sign off on a weekly time/task sheet for work completed by the student; read and sign each page of the student’s final report.
5. Contact the Logistics Faculty Internship Director Dr. David Nowicki, ([david.nowicki@unt.edu](mailto:david.nowicki@unt.edu)) during the semester if there are any problems with the student’s performance.
6. Complete an online employer evaluation of student’s performance (it will take approximately 5 minutes). The employer will receive a link to this evaluation toward the end of the internship from the student. It can be filled out online and submitted to our office online.