

OPSM 4800: Operations Management Internship

David R. Nowicki, Ph.D., Professor – Spring 2020

Contact Information:

Office: BLB 150 – Center Suite
Office Hours: By appointment
Phone: (940) 565-2367
eMail: Please use Canvas email

Course Description:

Supervised work in a job related to student's career objective. Pass/no pass only (letter grade for graduate students).

Objective:

Your internship should be used to gain valuable work experience and increase your knowledge in the field of your major. You must seek a position that matches your major. Especially in a firm or industry where you have an interest in possible permanent employment and where you will gain desired competencies.

You may not receive internship credit for a current job or position unless you:

1. Coordinate a special project or have new job responsibilities in Logistics/Supply Chain that totals to a minimum of 240 hours OR
2. Obtain a temporary reassignment of duties for the 240 required hours.

Depending on the time of year your effort may take some time...start early!

Required Internship Procedures

Logistics, Aviation Logistics and Operations Management Majors

Once a student has been eligible to declare a major and chooses to pursue a degree in the Logistics portfolio, they must determine which semester they will graduate. The semester and or semesters prior, the student will be required to enroll in the internship course for credit. The student, except under extreme circumstances, will not be able to enroll the semester of graduation.

Steps in the internship for course credit require the internship be a paid internship. Here are the steps necessary:

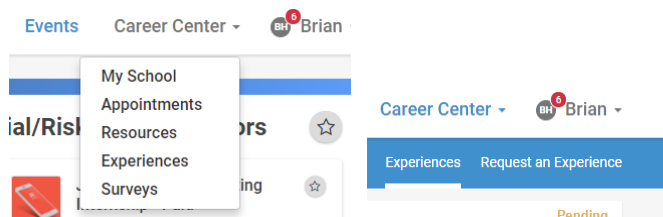
- You must verify qualifications
- Must have declared a major in either Logistics, Aviation Logistics or Operations Management
- Student must be in Good Academic Standing.
- Must have completed LSCM 3960 and be eligible for Professional Field courses
- Approved Job Description (job description related to major)
- Internship must be a paid (hourly or salaried position)

- A supervisor must be identified
- Must work a minimum of 240 hours during a semester
- Once this has been completed, then the Approval Process takes place before a student can register
- Once approved an email will be sent to student informing them that they are clear to enroll
- The student is invited to register for the Internship course. Course requirements and assignments are provided in the Canvas course once the semester starts.

While at Work (student)	Career Center Responsibilities	Faculty Responsibilities
Document work hours	Explains Qualifications	May provide some resources
Complete required documents on-time	Introduces resources	Approves requests to register for class
Confirm supervisor documentation is being submitted	Assists students with prep (resumes, job search)	Provides information about course requirement, deadlines, etc.
Document work history	Verifies Student qualifications	During work provides support for academic requirements
	Provides support to students during work assignments	Submits grades-credit

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

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



Begin working at your internship:

At the midpoint in your internship, submit signed timesheet through UNT CANVAS through the appropriate LSCM 4800 section

After completing the required 240 hours:

- 1) Submit Final signed Timesheet through CANVAS through the appropriate LSCM 4800 section.
- 2) Submit Student Evaluation received via link in email from Handshake
- 3) Supervisor will complete the Employer Evaluation received via link in email from Handshake
- 4) Submit a 5-page single spaced (or 10-page double spaced) typewritten paper via CANVAS LSCM 4800 Course Section. 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 may be returned to the student by the instructor requesting re-work and re-submission before a grade will be assigned.
 - e) Your supervisor must sign each page. You must submit your final paper in Canvas by the due date to allow enough time to grade your paper (as well as all the others received) and file grades. See Assignment Deadlines sheet for all due dates.
- 5) Submit to Handshake a new one-page resume in an MS-Word format which now includes your internship experience (plus any other new updates).

Frequently Asked Questions:

- **Will UNT find an internship for me?**
 - No. UNT will assist finding a position but the ultimate responsibility to find a position is up to the student.
 - The UNT Career Center is but one avenue for finding a job.
 - The exercise of finding and interviewing for a job is a part of the experience learned for the internship requirement. Experience in finding and interviewing for internships will help when it comes time to find a career position. YOU must take an active role in the search effort.
- **What if the position is not paid?**
 - Only paid internships are allowed.
- **What happens if I do not find an internship?**
 - Students who have not done an internship should contact Mr. Grimaldo, directly, to discuss alternatives because this can cause graduation to be postponed.
- **I already have a job. Can I use it to fulfill the internship requirement?**

- This is acceptable only if your set of tasks are different from your regular tasks such as a special project or task force. Burden of proof is on the student. Simply fulfilling your regular duties do not count.
- **Who is responsible for creating the learning objectives?**
 - The student is responsible for generating the learning objectives and then reviewing them with their supervisor. We want you to help ensure this will be a learning experience that will be beneficial to you and to know what your tasks will be before you start.
- **My internship employer wants me to start immediately?**
 - An internship can start at any time. You will simply register for the following semester.
- **What if I haven't completed the 240 hours before the end of the semester?**
 - We recognize internships can start at any time. If the semester ends before you complete your internship obligations you will be awarded an incomplete (I) for the semester. The paper must be submitted no later than the end of dead week in order to receive a grade for that semester.
- **May I take more than one internship?**
 - Yes, but only one (1) may count for credit.
- **How much does the typical internship pay?**
 - Mean pay is \$12.62 and median pay is \$12.00.
 - You may find that you are paid on a weekly, monthly, or annual rate. All data has been adjusted to an hourly rate.
- **Will my internship lead to a career position?**
 - 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.
- **Where have past students completed their internship?**

AAFES
 Accent Transportation
 Adams Laboratories
 Addison Foods Transportation Services
 Alcatel U.S.A.
 American Eurocopter
 American Heart Association
 Amerimax Building Products
 Ameriserve(*)
 Anderson Merchandisers(*)
 Andrew Corporation
 Anixter
 Arrow Industries
 Arthur Anderson
 Associated Air Center
 Block Buster Corporation
 BNSF(*)
 C.H. Robinson Worldwide, Inc. (*)
 Cardinal Logistics

Caribbean Transportation Service(*)
 CB Richard Ellis, Inc.
 Celestica(*)
 City of Denton(*)
 Con-way Southern Express
 CSPH Inc/ Dominos Pizza
 D/FW International Airport(*)
 Dallas Terminal and Transfer
 Danzas AEI International Logistics(*)
 Dart Advantage
 David Chi
 DBD Inc.
 Design Marketing & Associates, Inc.
 Design Transportation Services(*)
 DSC/Alcatel USA
 Eagle Global Logistics(*)
 Eagle USA
 Epsilon
 EXE Technologies(*)
 Executive Constructions

EXEL Logistics(*)
 Exel Logistics/Texas Instruments
 Expeditors International(*)
 Expo group
 Fastenal(*)
 Fedex Express(*)
 Fleming(*)
 Fossil
 Four Seasons
 Frito Lay(*)
 Fritz Companies
 Frozen Food Express Industries(*)
 Fujitsu(*)
 FXI, Inc.
 GDS Logistics
 Genesco Sports Enterprises Inc(*)
 Global Electric Product Inc
 Gross and Associates
 GTE Supply(*)
 Hollister Co.

Home Depot(*)
 Honeywell-HPG
 Horizon Lines
 IBM/Price Waterhouse
 ICL Retail Systems Division
 Infinity Intermodel
 Ingram Micro
 Inland Paperboard & Packaging Inc
 International Brokerage Agencies Inc.
 JCPenney Logistics(*)
 Lennox Industries(*)
 Lewisville Independent School District
 Lewisville News
 Lockheed Martin Tactical Aircraft
 Systems(*)
 Logistics Services(*)
 Lowe's
 M1 Support Services
 Mannatech Inc. (*)
 Mc.Cormick & CO. Inc.
 McCallister's Trans. Systems
 Mclane Food Services Dist(*)
 Medical Interacting Services
 Michaels Arts & Crafts Store
 Mrs. Baird's(*)
 MSAS SkyKing Freight Systems(*)
 MW Logistics(*)
 N T Logistics(*)
 N.C.H. Corporation
 Nabisco

NIBCO, Inc.
 Nippon Express
 NNR Air Cargo Service (USA), Inc.
 Nokia(*)
 Office Depot
 Overhead Door
 Parts Distribution Company(*)
 Pegasus Logistics Group(*)
 Pewter and More LLC
 Pilot Air Freight
 Plane Cargo(*)
 Priestor Supply Co., Inc.
 Prime Communications
 Prime Source
 Quaker Oats
 Rainmaker Records
 Raytheon E-Systems
 Raytheon TI Systems(*)
 Roadway Express(*)
 Ryder Integrated Logistics(*)
 S & Y Enterprises
 Sears Roebuck Dallas LS(*)
 Sewell Lexus(*)
 Shenker International
 Shoppa's Material Handling
 Southwestern Bell Communications
 SPAN Inc
 Spectrum Supply chain services
 Stanley Mechanics Tools
 StatLab Medical Products, Inc.

Steven j. Grahl
 Tech Data
 Texas Instruments
 The Associates(*)
 The Container Store(*)
 Time Inc.
 Tompkins Associates
 Trinity Express
 Tucker Rocky
 Tyco
 Uniden America Corporation(*)
 United Parcel Service(*)
 United States Postal Service
 UPS Worldwide Logistics(*)
 USCO Logistics
 Vantix Logistics(*)
 Verizon Logistics(*)
 Wal-Mart Distribution Center
 Wenco Distributors
 Winning Habits.com
 World Trade Cargo and Logistics(*)
 XPEDX
 Zale Corporation

**(*) Multiple students have interned
 at this company**

Employer Instructions:

Welcome to the Internship page powered by Handshake, but first we want to take this time to thank you for supporting our Internship program and the recruitment of our students. As you well know, internships are vital to the success of our student's educational and professional development. Lets' get started!

The first step to recruitment at University of North Texas (UNT) is to use Eagle Careers/Handshake to post your various job opportunities. The information below will get you started. If you need additional help, or have questions, please contact Brian Hirsch, Assistant Director in the Care at Brian.Hirsch@unt.edu or call 940-565-2105 let me know.

This is the link that you will use to sign up with us: <https://www.joinhandshake.com/recruiters/>

Once you [Invite Contacts to Become Users](#), your employer contacts will get emails to log onto Handshake, create profiles if they have not already and connect with your school.

Once there, you can use this link to guide you through the registration process: <https://support.joinhandshake.com/hc/en-us/articles/115004897268-The-Employer-Onboarding-Process>

Instructions begin with #1 after this statement, "The following process displays the steps a new employer user goes through upon registering."

This link is also a good resource to use should you have further questions: <https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer>

You can also submit any questions to Handshake via their [Create a Ticket](#) link.

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. Help the student review a minimum of 5 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.
4. Contact the Logistics Faculty Internship Director Mr. Steve Joiner (Steve.Joiner@unt.edu) during the semester if there are any problems with the student's performance.
5. Complete an evaluation of student performance (it will take approximately 5 minutes) to be done online via link sent in email from Handshake.

Eagle Careers powered by Handshake Student User Guide

CAREER CENTER
Division of Student Affairs



Eagle Careers powered by Handshake is UNT's job and internship platform, connecting students to thousands of jobs, internships, and employers using simple and powerful search tools and alerts. You can quickly access your account using the log in box at the bottom of the page on

<http://studentaffairs.unt.edu/career-center/eagle-careers/students-and-alumni>

Be sure to use the following tips when you're logged in to your Eagle Careers account:

UPDATE YOUR PROFILE

- Click on the profile link on the left side of the page
- Edit your primary education section with your major(s), GPA, and expected graduation date
- Use the "Upload Resume" tool to autofill your profile from your resume
- Add copies of your resume/cover letter/transcript to the "Documents" section for easy access
- Stand out to employers by filling out the various sections of your profile, and upload relevant work samples

Employer Search

- Click the "Search Employers" tab on the left-hand side
- Search for employers by name, location, employer type (size/public/private/government), or industry
- On the employer's Eagle Careers page, view any current jobs/internships they have posted, upcoming campus events they are attending, and on-campus interview opportunities
- Once you find an employer you are interested in, you can click "Favorite" in the upper right corner of their employer page. You will then receive updates when they post a new job, internship or event on campus.

On-Campus Interviews

- Click the "On-Campus Interviews" tab on the left-hand side
- Search for or select the company you are interviewing with

- Most companies only allow you to sign up for an interview after a pre-selection process. If you are selected, you will be able to sign up for a time on their interview page

Events Tab

- Click "Search Events" on the left-hand side
- See career workshops, employer panels, and online events hosted by the UNT Career Center
- Information sessions hosted by employers on campus will also be listed under the Events tab
- Click "Search Fairs" on the left-hand side to see information specifically about upcoming career fairs on campus
- When you have clicked on a career fair, click on "View All Employers" to see who will be attending. Click "View Details" under an employer's name in the list to learn more about the company, job openings they have posted on Eagle Careers, and more

Job/Internship Search

- Click the "Jobs & Internships" tab on the left-hand side
- Under "Job Type," select job or internship
- Narrow down the results using filters including location, major, and job function
- Click "Show Advanced Options" for more options, including filters for remote work and U.S. work authorization
- Select "Match All Employer Preferences" to only see positions for which you are fully qualified based on major, GPA, graduation date, and work authorization
- Favorite jobs/internships from the homepage and view those favorites by clicking "My Favorite Jobs" at the top
- Save the search by selecting "Save these filters." Set your default search by clicking "My Saved Filters," then select the four lines by your filter and select "Make Default"