

LSCM 4800: Logistics Internship

OPSM 4800: Operations Management

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Course Description:

Supervised work in a job related to the 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 deepen your knowledge in your major field. You must obtain a position that relates to your major. It is recommended that you seek a position 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 or prior job or position unless you:

1. Coordinate a special project or have new job responsibilities in the field of Operations/Logistics/Supply Chain that total 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 formally declared a major and chooses to pursue a degree in the Supply Chain Management portfolio, they must determine which semester they will graduate. It is recommended that the student enroll in the internship course for credit at least one semester prior to their planned final semester.

Here are the steps necessary for an SCM internship:

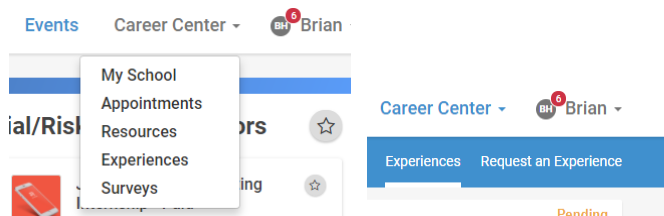
- You must verify qualifications
- Must have declared a major in either Logistics, Aviation Logistics, Purchasing, or Operations Management
- Student must be in Good Academic Standing.

- Must have passed LSCM 3960 or OPSM 3830 (depending on the major), and be eligible for Professional Field courses
- Approved Job Description (job responsibilities must be related to the major)
- Internship must be a paid (hourly or salaried position)
- A supervisor must be identified
- A physical address where work will be performed must be identified (virtual and remote jobs are not allowed)
- Must work a minimum of 240 hours during the semester enrolled
- An Experience Request must be submitted via Handshake
 - The Approval Process takes place before a student can register
- Once approved, an email will be sent to the student informing them that they are clear to enroll in a specific section of the Internship class
 - The student must register for the Internship course following standard UNT policies and procedures.
 - 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 to apply for an internship	May provide some resources
Complete the 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, interview skills, etc.)	Provides information on course requirements, deadlines, and related details.
Document work history	Verifies student qualifications	Work provides support for academic requirements
	Verifies company and job duties meet requirements	Submits grades-credit

Handshake - <https://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 Report an Experience Tab and Complete the Form (select the Logistics and Supply Chain Internship or Operations and Supply Management as 'Type')



Begin working at your internship:

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

After completing the required 240 hours:

- 1) Submit the Final signed Timesheet through CANVAS through the appropriate LSCM 4800 or OPSM 4800 section.
- 2) Submit Student Evaluation received via link in email from Handshake
- 3) The supervisor will also complete the Employer Evaluation received via the link in an email from Handshake
- 4) Submit a 5-page single-spaced (or 10-page double-spaced) typewritten paper via CANVAS LSCM 4800 or OPSM 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, with a request for rework and resubmission before a grade is 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 Canvas 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 in identifying potential positions, but the ultimate responsibility for finding 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 me 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 is different from your regular tasks, such as a special project or task force. The burden of proof is on the student. Simply fulfilling your regular duties does 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 the 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 \$19.62, and median pay is \$18.00.
 - 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(*)
 Priestley 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