

**Course Information**

Instructor  
Office: Founders Hall, Room zz  
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Phone:  
Office Hours:

**Course Description:**

This course enables students to gain supply chain industry experience and training through approved internships at a sponsoring organization. The objective of the course is to offer practical experience in the Supply Chain field and to provide opportunities to apply supply chain theories, techniques and tools to actual problems in a non-classroom setting. Sponsorship and department approval required. This course is graded as Pass or No Credit. No letter grades are awarded for this course.

**Prerequisites:**

- Consent of Supply Chain faculty
- Consent of the Supervisor at the sponsor organization
- Completion of 60 university/college hours
- Declared Business major

As stated above, the student must have a sponsor firm that offers the internship to the student over the period of the semester. The student will provide this information to the discipline. Discipline faculty will base approval based on:

- whether the internship experience as described is relevant to exploring and experiencing supply chain decisions; and
- if the hours devoted to the internship would qualify for three credit hours of work.

**Contact Hours/Individualized Learning Format (Non-traditional Instructional Method)**

Because this course is valued at three credit hours, at least 45 academic contact hours are required for this course. This will be accomplished through at least 120 hours at the internship site along with the requirements described below. Due to the unique needs and perspectives of each student, the Individualized Learning Format of this course may result in some students spending more time than the minimum number of hours indicated to complete the course requirements.

**Required Text and Material:** None

**Sponsoring Firm or Organization:**

It is the student's responsibility to secure a supply chain related internship offer from a firm or a non-profit organization (please see above under prerequisites). The student can work with the School of Business internship coordinator, Amanda Russell to secure an internship position. The student must work for a minimum of 120 hours at the sponsor firm. There must be a designated internship supervisor at the sponsor firm. The internship supervisor must be a clearly identified employee at the sponsor firm that will supervise the internship experience.

**Course Objectives:**

- To provide students a structured opportunity to apply supply chain theories, tools and skills into practice
- To afford the students the option to gain practical work experience as a part of the curriculum
- To provide a mechanism through which the department can assess the relevance of its curriculum to the industry
- To maintain ongoing interaction between our students and the industry

**Course Description:**

The course offers the student an experience in applying supply chain theories and skills learned. The student will work under the supervision of the internship supervisor and submit a written internship report to the faculty in charge at the completion of the internship. The internship supervisor will similarly provide a written evaluation of the student's contributions over the internship period.

**The Enrollment Process:**

SCM 488 is a three-credit hour elective for the BSBA specialization in Supply Chain Management. The student must take the following steps in order to enroll.

- Secure an internship position.
- Report Experience in Cougar Jobline for supervisor approval.
- Request the Internship Approval Form from the Internship Coordinator and submit (either via email or in-person) to the Internship Coordinator.
- The Internship Approval Form will be reviewed by discipline faculty representatives to ensure compliance with academic program learning outcomes.
- If approved, the Internship Coordinator will notify student of approval and assist the student to complete the enrollment process.

**Administrative Activities**

- Complete Student Pre-Evaluation (link in Cougar Jobline)
- Complete Risk Assumption (link in Cougar Jobline)
- Complete mid-semester check-in with Internship Coordinator

- Complete Student Post-Evaluation (link in Cougar Jobline)

## Assessment:

Students must submit a report to the faculty in charge based on their internship experience. The report must meet the expectations of the department and receive a satisfactory evaluation from the supervisor. This is a Pass/No Credit grade course with no intermediate grading.

The following are the expectations of a satisfactory experience:

### **A 7-10 page final written report (double-spaced, 12 pt. Times New Roman)**

The student will document their learning experience at the sponsoring organization and will submit a report at the semester's end. The report must address the points below.

- **Internship Company Information (2 – 3 pages).** During the internship, students should learn about the company/non-profit organization they are working for. Students should explore their public website as well as news articles and any other materials relevant to learn about their mission, their domestic and international markets, their goals/strategies, product and services offered, and any other pertinent information needed to know about their operations. Students will provide detailed information about the sponsor including the name of the internship company, the name of the department where they worked, the name of the supervisor, and the title of the position held as an intern. Provide details that will enable the instructor to contact the supervisor if need be. This portion of the report can be submitted in rough draft to the assigned discipline faculty member for feedback.
- **Responsibilities and Tasks/Projects (2 – 4 pages).** Describe the responsibilities, tasks, and projects that were fulfilled or completed while working as an intern. Students will graphically flowchart the operational and supply chain processes they were involved with. Students should describe how they were able to connect what they have learned in the classroom to their internship experience, describing the specific concepts and tools applied. This portion of the report can be submitted in rough draft to the assigned discipline faculty member for feedback. Questions raised by the faculty member must be addressed in the final draft.
- **Self-Reflection (2 – 4 pages).** In this section, students will discuss their main takeaways from the internship experience. Student must discuss the development of professional skills during their internship including ways in which the was assignment particularly beneficial to their individual development, how the internship helped improve their understanding and application of theories and concepts of supply chain management, what they liked the most about the experience (and why) and if they were to repeat the same experience again, what would they do differently. This section will end with the student grading their own experience using a rubric assigned by the faculty member.

## Supervisor Evaluation:

Ensure that the internship supervisor directly submits the Employer Evaluation Form. Link to the online Employer Evaluation Form available in Cougar Jobline. There are two acceptable ways a supervisor can provide the Instructor of SCM 488 their evaluation of the intern's work.

- By completing the online Employer Evaluation. Student can share this link through Cougar Jobline.
- By requesting a paper version of the Employer Evaluation from the Internship Coordinator and directly mailing the evaluation form in a sealed envelope bearing company logo. The supervisor must sign the evaluation form. The address is: Business Student Services: Internship Coordinator, Box 1186, School of Business, Southern Illinois University – Edwardsville, Edwardsville, IL 62026

The report and the supervisor evaluation are due on the Friday before the finals week. Failure to supply these two documents will result in a grade of incomplete. Students will then have to discuss alternatives with the faculty in charge.

### **Academic Ethics and Conduct**

Plagiarism and Cheating: Academic Ethics and rules of conduct still apply to the internship as it is for credit. SIUE takes the matters of academic dishonesty, unethical behavior and student misconduct very seriously. The department reports such cases to the Provost's Office. For information on Plagiarism and Grievance Policies, please see the following links, and ensure familiarity and compliance with the stated policies.

<http://www.siu.edu/policies/3c2.shtml> Student Academic Code - 3C2

<http://www.siu.edu/policies/1i6.shtml> Plagiarism - 1I6

<http://www.siu.edu/policies/3c3.shtml> Student Grievance Code - 3C3

Student Conduct Code: Students will treat everyone in the class/workplace with respect. Students should familiarize themselves with the university policies. A link is provided below: <http://www.siu.edu/policies/toc.shtml>, Student Rights and Conduct, #1 Student Conduct Code - (3C1)

### **Students Needing Accommodations:**

Typically, the student will make necessary arrangements with the sponsor firm. However, ACCESS, the SIUE unit that assists students with accommodations, may be able to help. Further information can be found at the link of the unit. (<http://www.siu.edu/access/faculty/syllabus.shtml>)

### **COVID-19 Pandemic Policies Related to Classroom Instruction (Fall 2020)**

#### **Health and Safety**

Consistent with the Illinois Board of Higher Education guidance contained in "Safely Launching Academic Year 2020" released on June 23, 2020 and guidelines established by Governor J. B. Pritzker and Restore Illinois, Southern Illinois University Edwardsville has implemented a new

policy to help ensure the safety of all students, faculty and employees during the pandemic. The measures outlined below are required and any student who does not comply may be in violation of the COVID-19 People-Focused Health and Safety Policy, as well as the University's Student Code of Conduct.

The full text of the COVID-19 People-Focused Health and Safety Policy can be found here: <https://www.siu.edu/policies/Covid.shtml>.

### **Classrooms, Labs, Studios, and Other Academic Spaces**

While in the classroom, lab, studio, or other academic spaces, students shall practice social distancing measures by maintaining a distance of at least six feet from others in the classroom and wearing a face covering. Extra care should be taken upon entering and leaving the classroom spaces. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face mask or face shield will be reminded of their obligation to comply with SIUE's COVID-19 People-Focused Health and Safety Policy and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and [myaccess@siue.edu](mailto:myaccess@siue.edu)).

### **General Health Measures**

At all times, students should engage in recommended health and safety measures, which include:

Conducting a daily health assessment. If you have COVID-19 symptoms, but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, stay home and contact your health provider or SIUE Health

Service at cougarcare@siue.edu or 618-650-2842. More information is available on the SIUE COVID-19 website.

Frequent washing or disinfecting of hands.

Social distancing by maintaining a distance of at least six feet from others.

Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain social distance. Indoor public spaces include common spaces or community settings that anyone can access, such as reception areas with walk-in access, restrooms, hallways, classrooms, teaching and research laboratories, as well as common spaces in residence halls, conference rooms, lobbies, and break rooms.

Adhere to directional signs and traffic flow patterns in buildings and offices. Doors for entering and exiting buildings will be designated. Where multiple doors exist, in and out doors will be marked with “Entrance” and “Exit” signs.

Plans that consider traffic flow in and out of buildings, and within buildings (i.e. stairs, hallways, etc. where possible) will be marked.

### **Academic Integrity**

Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: <https://www.siue.edu/policies/3c2.shtml>.

### **Recordings of Class Content**

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University’s Student Conduct Code (3C1), linked here: <https://www.siue.edu/policies/3c1.shtml>.

### **Potential for Changes in Course Schedule or Modality**

As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include changes in course modality (e.g., transition from face-to-face to online) or in course scheduled meetings. These changes would be implemented to ensure the successful completion of the course. In these cases, students will be provided with an addendum to the class syllabus that will supersede the original version.