Proposal Form For Addition And Revision Of Courses

1. Proposing College / School: College of Business
   Department: Aviation & Supply Chain Management

2. Course Prefix and Number: SCMN 3910

3. Effective Term: Fall 2013

4. Course Title: Practicum in Supply Chain Management
   Abbreviated Title (30 characters or less): Practicum in SCM

5. Requested Action:
   - Renumber a Course
   - Add a Course
   - Revise a Course

6. Course Credit:
   Contact/Group Hours: 3
   Scheduled Type: Practicum
   Weekly or Per Term?: Weekly
   Credit Hours: 1
   Anticipated Enrollment: 5

   Maximum Hours (Repeatability): 3

   Total Credit Hours: 1

7. Grading Type:
   - Regular (ABCDF)
   - Satisfactory/Unsatisfactory (S/U)
   - Audit

8. Prerequisites/Corequisites:
   P: SCMN majors only, SCMN 3150 or SCMN 3710, and Departmental approval.

9. Restrictions:
   List specific restriction in space above.
   - ☒ College
   - ☒ Major
   - ☐ Standing
   - ☐ Degree

10. Course Description:
    (20 Words or Less; exactly as it should appear in the Bulletin)
    Cooperatively selected field activity to gain practical SCM experience. Course may be repeated for a maximum of 3 credit hours.

11. May Count Either:
    (Indicate if this particular course cannot be counted for credit in addition to another)

12. Affected Program(s):
    (Respond "N/A" if not included in any program; attach memorandum if more space is required)
    | Program Type | Program Title                  | Requirement or Elective? |
    |--------------|--------------------------------|--------------------------|
    | Major        | BSBA, Major in SCMN            | Optional                 |

13. Overlapping or Duplication of Other Units' Offerings:
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)
    - ☒ Applicable
    - ☐ Not Applicable
14. Justification:
The 2012 COB Strategic Plan seeks to "Provide a superior student experience that produces highly sought after graduates." This goal, combined with employer preferences for SCM graduates with practical experience and strong analytical skills, underpins the revision of the SCM major requirements to include a Professional Experience requirement.

SCM 3910 provides a short term opportunity for students to engage with external organizations and earn the required Professional Experience credit hour(s). It is particularly targeted toward students that have neither the opportunity nor the interest in a 3-6 month SCM internship.

The course prerequisites are intended to:

a. Provide departmental control over registration for the course.
b. Encourage participation in a practicum during the junior year.
c. Limit registration to SCM majors only so that resource requirements are minimized.

* Contact/Group Hours (#6) reflects a weekly combination of the student's engagement with external organization and the supervising faculty member. Over the course of a semester, a student should spend approximately 45-50 hours on a one credit practicum activity.

Note: a Practicum allows a student to gain exposure to SCM processes through relevant project work, volunteer activity, international travel, or other approved experience. Compared to an internship (SCM 3920), a practicum is typically shorter term, less formal, and allows the student to simultaneously take other courses.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources:
Not Applicable

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e.: Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes:
Obtain a better understanding of supply chain strategy, planning, and/or operations through external engagement with a sponsoring organization. Through this course, students will have the opportunity to:

- Gain valuable exposure to SCM in an industry, non-profit agency, or international setting.
- Recognize the important role of SCM for product and service fulfillment.
- Apply classroom knowledge to SCM management scenarios.
- Appreciate the challenges of implementing SCM concepts.
- Establish a stronger understanding of SCM career opportunities.

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline:
Week 1 - Complete practicum proposal, meet with Professional Experience Program Coordinator for approval and assignment to faculty member.

Week 2 - Complete activities required by practicum sponsor. Record hours engaged and submit to faculty member along with an informal update via email.

Week 3 - Complete activities required by practicum sponsor. Record hours engaged. Turn in biweekly report to faculty member on Friday via email.
Week 4 - Complete activities required by practicum sponsor. Record hours engaged and submit to faculty member along with an informal update via email.

Week 5 - Complete activities required by practicum sponsor. Record hours engaged. Turn in biweekly report to faculty member on Friday via email.

Week 6 - Complete activities required by practicum sponsor. Record hours engaged and submit to faculty member along with an informal update via email.

Week 7 - Complete activities required by practicum sponsor. Record hours engaged. Turn in biweekly report to faculty member on Friday via email.

Week 8 - Complete activities required by practicum sponsor. Record hours engaged. Turn in midterm update report.

Week 9 - Complete activities required by practicum sponsor. Record hours engaged. Turn in biweekly report to faculty member on Friday via email.

Week 10 - Complete activities required by practicum sponsor. Record hours engaged and submit to faculty member along with an informal update via email.

Week 11 - Complete activities required by practicum sponsor. Record hours engaged. Turn in biweekly report to faculty member on Friday via email.

Week 12 - Complete activities required by practicum sponsor. Record hours engaged and submit to faculty member along with an informal update via email.

Week 13 - Complete activities required by practicum sponsor. Record hours engaged. Turn in biweekly report to faculty member on Friday via email.

Week 14 - Complete activities required by practicum sponsor. Record hours engaged and submit to faculty member along with an informal update via email.

Week 15 - Complete activities required by practicum sponsor. Record hours engaged. Turn in biweekly report to faculty member on Friday via email.

Week 16 - Complete activities required by practicum sponsor. Record hours engaged. Turn in final report and evaluation. Meet with faculty member to discuss experience and review sponsor evaluation.

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects:

Proposal - using a standardized template, student will develop a plan of activity for the practicum activity. It must be signed by the sponsor of the activity and submitted for approval by the Professional Experience Program Coordinator.

Biweekly Reports - student will report the number of hours engaged in the practicum activity, summarize work completed, and discuss next steps, problems, and needs for the time period.

Midterm Update - student will submit a formal report on their activities to date along with documentation of hours engaged and the plan for completing the practicum in a timely fashion.

Final Report - student will submit a final report of hours engaged, key results, learnings, and evaluation of the experience. It must be reviewed
and signed by the sponsor of the activity prior to submission to the SCM faculty member that is supervising the student's practicum activity.

Sponsor Evaluation of Performance - sponsor will complete a standard evaluation form to provide feedback to the student on his/her performance and ideas for improving the practicum program.

All reports are submitted to the SCM faculty member that is supervising the student's practicum activity.

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale: S/U grading to be used with the following performance expectations:

Perform all requirements outlined in the proposal to the satisfaction of the practicum sponsor and supervising SCM faculty member.

Complete all required practicum documentation in a timely, thorough, and professional manner.

Communicate with supervising SCM faculty member on a regular basis.

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit: Not Applicable

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))

(Included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Student Policy eHandbook, Faculty Handbook, or any existing university policy.)

POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please consult the Student Policy eHandbook for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g.: hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Student Policy eHandbook will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2066 (VITL).
## Approvals

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<tr>
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<tbody>
<tr>
<td>Department Chair/Head</td>
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<td>College/School Curriculum Committee</td>
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<td>College/School Dean</td>
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<td>Assoc. Provost for Undergraduate Studies (for Undergraduate Courses)</td>
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