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: SCM 4810
   3. Effective Term: Fall 2013

4. Course Title: Professional Development in SCM
   Abbreviated Title (30 characters or less): SCM Professional Development

5. Requested Action:
   - □ Renumber a Course
   - □ Add a Course
   - □ Revise a Course
   - □ Current Course Number: 4810
   - □ Proposed Course Number: 3810
   - □ Type of Revision:

6. Course Credit:
   - Contact/Group Hours: 1
   - Scheduled Type: Lecture
   - Weekly or Per Term?: 1
   - Credit Hours: 1
   - Anticipated Enrollment: 80
   - Maximum Hours (Repeatability): 1
   - Total Credit Hours: 1

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

8. Prerequisites/Corequisites:
   P: SCM 4810. C: SCM 3150. Credit will not be given for both SCM 3810 and BUSI 3010, BUSI 4010, AVMS 4810, or SCM 4810.
   Use "P:" to indicate a prerequisite, "C:" to indicate a corequisite, and "P/C:" to indicate a prerequisite with concurrency.

9. Restrictions: List specific restrictions in space above.
   - □ College
   - □ Major
   - □ Standing
   - □ Degree

10. Course Description:
    (20 Words or Less; exactly as it should appear in the Bulletin)
    Career planning and preparation for supply chain internships and professional experience opportunities.

11. May Count Either: SCM 4810 or BUSI 3010
    (Indicate if this particular course cannot be counted for credit in addition to another)
    Program Type: Major
    Program Title: BSBA, Major in SCM
    Requirement or Elective?: Required

12. Affected Program(s):
    (Respond "N/A" if not included in any program; attach memorandum if more space is required)
    (e.g.: minor, major, etc.)
    (e.g.: MS in Chemistry, Performance Option, Minor in Art)

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

Date: 11/26/2012 (MM/DD/YYYY)
14. Justification:

SCMN majors are encouraged to engage in relevant professional experience such as a practicum or internship prior to their senior year. To accomplish this goal, it is imperative that students become aware of the career paths available within supply chain management and learn how to conduct a job search within the industry during the junior year in order to obtain said experience.

(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:

No additional resources are required.

(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 the ability to conduct a real-time internship/job search in supply chain management including:
- Write a professional resume.
- Write a professional cover letter.
- Perform in any interview setting.
- Participate in professional recruitment activities/career expos.
- Apply learned strategies of negotiation when selecting a company.
- Comprehend potential career paths.
- Identify career opportunities within the industry.

(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 | Overview of Course and Syllabus  
Due: Complete survey of career interests in class. |
|--------|------------------------------------------------------------------|
| Week 2 | Careers in Supply Chain Management  
Due: Tour the OPD, set up TRL account, and make an appointment for a Mock Interview. |
| Week 3 | Identifying Transferable Skills and Abilities  
Due: Complete survey of skills/abilities in class. |
| Week 4 | Resume Writing, Part 1 - General Structure and Design  
Due: Submit a resume to Tiger Recruiting Link. |
| Week 5 | Resume Writing, Part 2 - SCM Industry Focus  
Due: Turn in hard copy of resume draft in class. |
| Week 6 | Interviewing, Part 1 - What to Expect/Interview Styles  
Due: Complete survey in class regarding interview questions. |
| Week 7 | Interviewing, Part 2 - Law, Obligations, and Responsibilities  
Due: Practice introductions, hand-shaking, and eye contact in class. |
| Week 8 | Company Research - AU Library Lab Experience  
Due: Complete an in-class team research sheet on assigned company. |
| Week 9 | Applying Company Research in Marketing  
Due: Personalized company review/research assignment. |
| Week 10 | Industry Recruitment and Selection Processes  
Due: Complete Mock Interview and turn in performance review. |
| Week 11 | Supply Chain Management Industry Expo  
Due: Attend SCM Expo and write review of attendance. |
| Week 12 | Letter Writing in the Job Search |


Due: Draft a marketing letter in class.

Week 13 - Social Media and Networking Tools
Due: Focused cover letter and resume.

Week 14 - Salary Negotiation and Cost of Living Expectations
Due: Complete survey on salaries in SCM class.

Week 15 - Continuing Education, Training, and Professionalism
Due: Complete a survey in class on career goals and expectations.

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

18. Assignments / Projects:
Office of Professional and Career Development registration - 10 points
Mock Interview - 20 points
Professional resume - 20 points
Company research - 10 points
Supply Chain Management Industry Expo – 20 points
Focused cover letter and resume - 10 points
Linkedin account – 10 points

(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: Earning a total of 70 out of 100 possible points is necessary to achieve grade of "S". Attendance is expected and absences are limited to 2 during semester.

(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, 844-2098 (V/TT).
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<th>Position</th>
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<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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