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 4920
   3. Effective Term: Fall 2013

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

5. Requested Action:
   • Add a Course
   • Revise a Course
   - Current Course Number: 4920
   - Proposed Course Number: 3920
   - Type of Revision: 8 & 10 below

6. Course Credit:
   Contact/Group Hours: 300
   Scheduled Type: Internship

   | Maximum Hours | 6 |
   | (Repeatability): | |
   | Weekly or Per Term? | Term | 3 |
   | Credit Hours | 40 |
   | Anticipated Enrollment | 3 |
   Total Credit Hours: 3

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

8. Prerequisites/Corequisites:
   Use "P:" to indicate a prerequisite, "C:" to indicate a corequisite, and "P/C:" to indicate a prerequisite with concurrency.
   P: SCMN majors only, SCMN 3150 or SCMN 3710, 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)
    Professional work experience in a supply chain focused position. Course may be repeated for a maximum of 6 credit hours.

11. May Count Either: [ ] or [ ] (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:

SCMN majors are required to engage in relevant professional experience such as a practicum or internship prior to their senior year. To improve timely participation, the course number will be changed from 4920 to 3920.

Prerequisites changed to:

a. Provide greater faculty control over registration for the course
b. Encourage participation in SCM internships during the junior year.
c. Limit registration to majors only. Non-majors can complete internships under BUSI 4920 or through their major department.

Course description simplified to focus on the type of position rather than the type of organization.

* Contact/Group Hours (#6) explanation: To gain useful experience and three credits, a student should spend a minimum of 300 hours on-site with the employer (no less than 30 hours per week in a ten week summer term or 20 hours per week in a 15 week semester). This is consistent with the internship requirements of the College of Business ACCT program.

Note: an Internship allows a student to gain extensive professional SCM experience through a formal position with a for-profit or non-profit organization. Compared to a practicum (SCMN 3910), an internship requires a regular work schedule and is typically a formal paid position with the organization.

(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 strong understanding of supply chain strategy, planning, and/or operations through a formal SCM position with an employer. Through this course, students will have the opportunity to:

• Gain valuable experience in a SCM work environment.
• 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:

Prior to semester - Interview with potential employers and secure position. Complete internship application, meet with Professional Experience Program Coordinator for approval and assignment to faculty member.

Week 1 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities.

Week 2 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities. Submit bi-weekly report to SCM faculty member.

Week 3 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities.

Week 4 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities. Submit bi-weekly
report to SCM faculty member.

Week 5 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities.

Week 6 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities. Submit bi-weekly report to SCM faculty member.

Week 7 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities.

Week 8 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities. Submit mid-term report and employer evaluation to SCM faculty member.

Week 9 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities.

Week 10 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities. Submit bi-weekly report to SCM faculty member.

Week 11 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities.

Week 12 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities. Submit bi-weekly report to SCM faculty member.

Week 13 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities.

Week 14 - Complete required work hours and assignments by employer. Record hours engaged and maintain journal of activities. Submit bi-weekly report to SCM faculty member.

Week 15 - Complete required work hours and conclude assignments with employer. Record hours engaged, complete final report, and evaluate the internship. Meet with faculty member to discuss experience and review feedback from employer's evaluation.

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

18. Assignments / Projects:

Application - using a standardized form, student will submit details of internship position including job description, supervisor contact information, and employment details. It must be signed by the employer and submitted for approval by the Professional Experience Program Coordinator.

Biweekly Reports - student will report the number of hours engaged in the internship position, summarize work assignments and project activities, key learnings, and any issues that have arisen.

Midterm Update - student will submit a formal report on their activities to date along with employer's midterm evaluation.

Final Report - student will submit a final report of hours engaged, key concepts learned and experiences gained, project and work examples, and evaluation of the experience. It must be approved by the employer prior to submission to the SCM faculty member.
Employer Evaluation of Performance - employer will complete a standard evaluation form to provide feedback to the student on his/her performance and ideas for improving the internship program.

All tracking of assignments and grading are managed by the SCM faculty member that is supervising the student's internship.

(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:

Work assigned hours and accomplish project and position tasks to the satisfaction of the employer.

Complete all required internship reports and documentation requirements in a timely, thorough, and professional manner.

Communicate with supervising SCM faculty member on a regular basis.

Obtain a satisfactory performance evaluation from the employer.

(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, 844-2096 (V/TT).
Approvals

Department Chair / Head

College / School Curriculum Committee

College / School Dean

Dean of the Graduate School (for Graduate Courses)

Assoc. Provost for Undergraduate Studies (for Undergraduate Courses)

Date

14 Dec 2012

12/18/12

12/15/12

Contact Person: Brian Gibson
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