BMGT 373: Supply Chain Management Internship  
Summer 2016  
The Robert H. Smith School of Business, University of Maryland, College Park

1. BASICS:
   • Instructor: Camil Martinez
   • Email: camil.martinez@rhsmith.umd.edu
   • Office: 3432 Munching Hall
   • Office Hours: By appointment
   • Textbook: None
   • Pre-requisite: None

2. PURPOSE:
   • To provide real work experience under supervision in the field of Logistics, Transportation and Supply Chain Management.
   • To familiarize with business processes and organizational cultures.
   • To apply the theoretical business knowledge gained in classrooms into practice.
   • To help develop a business network for future career opportunities.

3. ABOUT THE INSTRUCTOR:
Camil Martinez is currently a Ph.D. student at the Department of Logistics, Business and Public Policy, Robert H. Smith School of Business, in Supply Chain Management. She has taught BMGT476 (Technology in Business) as a main instructor. She received her BS from Case Western Reserve University in Systems Engineering. She has several years of experience in Supply Chain with Hewlett Packard and BP Lubricants.

4. WHO CAN REGISTER?
   • If more than half of your internship experience is expected to be in Transportation, Logistics and Supply Chain Management fields, you are welcome to register.
   • Co-ops are also welcome if they can accumulate at least 135 hours of work experience as an intern during any portion of the summer semesters (6/1/2015 – 8/21/2015) regardless of their previous hours of work in winter or spring.
   • Students must register and pay for the credits in summer to receive internship credit. If you need information on how much these credits will cost, visit http://www.summer.umd.edu/s/ 

5. COURSE ACTIVITIES:
   • Given the diversity and unpredictability of work schedules, this class will not hold formal meetings. Instead, the instructor will communicate with you on a regular basis by email or pre-scheduled meetings.
   • The internship experience is for the entire summer 2015 (minimum 135 work hours to receive 3 credits), even though the formal course is only scheduled for the second summer session. The assignments will last all summer and a final grade will be entered at the end of the second summer session when all requirements are met.
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- **Summary Journals (30 points):**
  - You are required to submit once every three weeks, a journal (electronic Word document—no more than three pages, with a heading, double spaced, 12 point font) summarizing insights, lessons learned and tasks accomplished.
  - 30 points –Three e-mail reports due on June 30, July 21, August 11; covering your experience during the previous three weeks (10 points each). (Co-ops whose employment starts in winter or spring should contact the instructor upon registration to customize their journal submission dates.)
  - 1 point deduction will be made for every day the journal is late.

- **Analysis and Assessment Paper (30 points)**
  - You will write a 15 to 25-page, (double spaced, 12 point font plus any appropriate appendices) analysis of your summer internship experience. Would expect the use of graphics such as, but not limited to, company logo from the web page, company home page screen print, tables/graphs of data, and flow chart of processes that you might have been involved in. You can make use of your summary journals in writing the paper.
  - A soft copy of this paper is to be emailed to the instructor by COB (close of business) August 21, 2016
  - 5 points deductions will be made for each day a paper is late
  - The requirements and format of the paper will be provided below, in Appendix 1.

- **Supervisor Evaluation (40 points):**
  - Your supervisor must submit a performance evaluation on your work efforts. An evaluation form can be obtained from the instructor. Your supervisor must complete the form and return a scanned soft copy of it directly to the instructor. You are responsible for making sure that the completed evaluation form is returned to the instructor on or before your term paper due date.

6. **GRADING:** The final grades will be based on three components.

   - Weekly Summary Journal 30%
   - Analysis and Assessment Paper 30%
   - Supervisor Evaluation 40%

7. **GRADES:** Grades are based on the following 100 point scale:

   - 97-100 Points A+
   - 93 – 96 points A
   - 90 – 92 points A-
   - 87 – 89 points B+
   - 83 – 86 points B
   - 80 – 82 points B-
   - 77 – 79 points C+
   - 73 – 76 points C
8. HOW DO I REGISTER: You can register after the instructor has your name cleared in the system. Once you get established at your internship, e-mail the instructor with the following information.

- Your name and student ID
- Your email address for the summer
- Your major and academic program
- Your career goals
- Internship Data
  - Name of Company
  - Supervisor Name, Email and Phone Number
  - Your phone number for the summer (work or home)

9. ACADEMIC DISHONESTY:

- I will not tolerate academic dishonesty. Such matters will immediately be reported and turned over to the Student Honor Council. Information on this policy can be found in the Schedule of Classes. If you are unclear about this policy, please see me.
- I will accept all emails from your designated email address as being sent by you and being your work. Your email signature is a contract with the instructor certifying that the work is yours alone
APPENDIX 1: The analysis and assessment paper must comply with the following:

INTRODUCTION: Briefly introduce (two to three pages) the company you worked for, its scope of business and area(s) you worked in

ANALYSES: You may use some standard tools such as SWOT, Porter’s 5 forces, Interviews etc.
   o Organizational Structure of the company and position of the Supply Chain (Logistics) department
   o Analysis of the Supply Chain (Logistics) strategy of the company and a graphical demonstration of its supply network.
   o Industry Analysis

EXPERIENCES AS AN INTERN: Discuss in detail (about five pages) your experiences as an intern that utilized course knowledge that you have had in your academic career at The Robert H. Smith School of Business. Carefully integrate and relate your work experience to material covered in previous courses. Also, discuss your experiences as an intern that had not been covered in previous courses.

LESSONS LEARNED: Describe four “lessons” that you learned at your internship, about half a page each. These should relate to experiences or observations that you had during the internship. Each “lesson” should describe the event or situation and your “take-away” or what you learned. These events or experiences could be regarding the things that you would like to do in your career or the things that you would like to do differently... in either case your write-up needs to be thoughtful and tactful in stating the issues.

SUGGESTIONS: If you were the Supply Chain (Logistics) manager of the company you worked as an intern, what would you change within the first 6 months? What would your longterm goals be?

CONCLUSION: Summarize the report and stress the points you deem important.