BMGT 373: Supply Chain Management Internship
Summer 2017
The Robert H. Smith School of Business, University of Maryland, College Park

1) BASICS:
   a. Instructor: John-Patrick Paraskevas
   b. Email: john.paraskevas@rhsmith.umd.edu
   c. Office: 3346 Munching Hall
   d. Office Hours: By appointment
   e. Textbook: None
   f. Pre-requisite: None

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

3) ABOUT THE INSTRUCTOR:

   John-Patrick Paraskevas 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
   with a minor in Strategic Management. He taught BMGT 470 (Carrier Management) as a main
   instructor in 2015 and 2017. He received his M.S. from University of Maryland in Supply Chain
   Management and his B.S. from the University of Maryland in Finance and International
   Business. He has several years of experience with the Naval Air Systems Command.

4) WHO CAN REGISTER?
   a. 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.
   b. 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 (6/1/2017 –
      8/18/2017) regardless of their previous hours of work in winter or spring.
   c. 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/.
   d. Students may receive 3-6 credits for this course. If students would like more then 3 credits
      they should be aware that they must pay for these credits at the rates listed in the above
      hyperlink.

<table>
<thead>
<tr>
<th># credits</th>
<th># hours worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>135</td>
</tr>
<tr>
<td>4</td>
<td>180</td>
</tr>
<tr>
<td>5</td>
<td>225</td>
</tr>
<tr>
<td>6</td>
<td>270</td>
</tr>
</tbody>
</table>

5) COURSE ACTIVITIES:
a. 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.
b. The internship experience is for the entire summer 2015 (minimum 135 work hours or more given credits requested), 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.

- **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 18, 2015
  - 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.
   a. Weekly Summary Journal 30%
   b. Analysis and Assessment Paper 30%
   c. Supervisor Evaluation 40%

7) **GRADES:** Grades are based on the following 100 point scale:
   a. 97-100 Points A+
   b. 93 – 96 points A
   c. 90 – 92 points A
   d. 87 – 89 points B+
   e. 83 – 86 points B
   f. 80 – 82 points B
   g. 77 – 79 points C+
h. 73 – 76 points C
i. 70 – 72 points C
j. 67 – 69 points D+
k. 63 – 66 points D
l. 60 – 62 points D
m. Less than 60 points F