Course 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.

<table>
<thead>
<tr>
<th># Credits</th>
<th># Hours Worked</th>
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<tbody>
<tr>
<td>3</td>
<td>135</td>
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<tr>
<td>4</td>
<td>180</td>
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<tr>
<td>5</td>
<td>225</td>
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<td>6</td>
<td>270</td>
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Note: It is not necessary for the actual internship employment to be scheduled entirely within the summer session in which BMGT 373 is scheduled. Once approved and registered for BMGT 373, you may begin your internship assignment any time after the end of the spring semester. Once you have reached the hours of employment associated with your level of internship credits, you may conclude your journal and submit your final report and supervisor evaluation. However, please remember, you cannot receive credit for the internship until you have officially registered for the course and completed all requirements of the registrar and the course.

Course Requirements:

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 (6/1/2018 – 8/21/2018) 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/
Registration:
You can register after the instructor has cleared your registration block in the system. Once you get established at your internship, e-mail the instructor with the following information.

- Your name and student ID
- Your university email address
- Your major and academic program
- Your career goals
- Internship Data
  - Name of Company
  - Supervisor Name, Email and Phone Number

Course Material:
- There is no textbook for the course, and there are no class meetings. All communication between the professor, the student and the employer will be done via email and ELMS. Course information and assignments will be administered through ELMS.

Deliverables and Grade

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Journal Entries</td>
<td>30%</td>
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<tr>
<td>Analysis and Assessment Paper</td>
<td>30%</td>
</tr>
<tr>
<td>Supervisor Evaluation</td>
<td>40%</td>
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NO LATE PAPERS WILL BE ACCEPTED. IF YOUR PAPER IS NOT RECEIVED AS SPECIFIED ABOVE, YOU MAY RECEIVE AN "F" FOR THE COURSE.

Summary Journals:
- 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 reports due on June 30, July 21, August 11; covering your experience during the previous three weeks (10 points each). All submission is done through ELMS.

Analysis and Assessment Paper:
You must complete a 15-25-page paper (double-spaced, 12 point font, standard default margins). The required elements of the paper are as follows:
- Briefly (one or two pages) introduce the company you worked for, its scope of business and area of industry operations, and area you worked in.
- Discuss in detail your experiences as an intern. For example:
  - What did you learn while on the job?
  - What where your likes and dislikes about the industry and job duties?
- Did the experience shape your future interests?
- How was your experience with your supervisor, colleagues, and customers or clients?
- What did you learn in terms of management processes? What was good or bad about the way the organization worked and how managers managed? How you would emulate or reject practices that you observed in your own career as a manager or service provider?
- Summarize your overall experience, your personal feelings about it, and anything else that you consider relevant (positive or negative).
- How did you utilize course knowledge taught in BMGT courses? Carefully relate your work experience to material covered in previous courses.
- What did you find missing in terms of your own business education and skill set?
- Provide recommendations regarding the internship experience. What "words of wisdom" can you offer next year's intern?

Be frank and direct, and include positive as well as negative observations.

**Supervisor Evaluation:**

- This is your employer’s chance to rate your performance on items such as punctuality, motivation, and ability to work with others. It also provides space for your advisor to leave additional comments and asks them to verify the total number of hours you worked. 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.

**ACADEMIC DISHONESTY:**

- No academic dishonesty will be tolerated. 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.