

**School of Management - Management Internship**  
**Graduate Syllabus**  
Course OPRE 6V98 (Supply Chain Management Internship)  
Full-term session

**Faculty**

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**Course Pre-requisites, Co-requisites and/or Other Restrictions**

- Graduate students must have completed a minimum of 12 hours of management courses before registering for this internship; this should include 12 hours from the core classes of the student's intended degree.
- Graduate students can earn up to 3 credit hours (maximum of 3 semesters per degree level) of Internship/ Coop credit towards graduation if elective credits are available on the student's degree plan.
  - Credit hours granted are based on minimum number of hours worked on internship. Students may enroll for fewer credit hours if desired.
    - 1 Credit Hour (80-159 work hours)
    - 2 Credit Hours (160-239 work hours)
    - 3 Credit Hours (240+ work hours)
- Students currently employed full-time seeking to obtain credit via the internship program need to receive PRIOR APPROVAL to enroll. A one-page document (signed by the supervisor) identifying the scope of a new learning project must be submitted to the instructor.
- Internship must be related to current major/program and degree level.

**Student Learning Objectives/Outcomes**

1. Construct a set of goals and objectives to accomplish during the internship and submit via **eLearning** during the **first two weeks of your internship** to the instructor, PDF files only (Dr. Monica Brussolo).
2. **Prepare a PowerPoint Internship poster (1 slide only using the UTD format given in eLearning.)** Send the PPT file (MS PowerPoint only NOT a PDF file) via **eLearning** to Dr. Monica Brussolo.
3. Complete a mandatory SCM survey – the link will be provided on eLearning due before the grades are posted.
4. Complete an internship exit survey by Career Services; an evaluation form from your internship supervisor and an evaluation form from you. You and your supervisor will receive an email with a link to an online evaluation form. It is important for you and your supervisor to complete the online evaluation by the due date.

**Grading Policy**

**This is a pass/fail course.** To earn a pass for this class, you must submit the last two items above (items 2 and 3) by the last day of the semester. Failure to turn in these two items by the last day of regular class will result in a "FAIL" grade. NO exceptions or deviations to the grading policy!

**Course Requirements**

1. Complete 3 specific goals & objectives within the first 2 weeks: **Due 2 weeks after the start of your job.** Form must be signed by your Supervisor.
2. Participate in site visit: Your instructor may schedule a brief visit with your supervisor (at your work location) during the semester to discuss your work experience. It is your responsibility to ensure our office has the correct contact information, and to assist in arranging for a visit with your supervisor.
3. Final Project: internship poster. See detail below.

## Internship Poster Specifications (Class Final Project)

**Format for Final Submission:** Students and/or teams must prepare a standard research poster project. **The poster (MS PowerPoint file) is due by the last day of regular class (see eLearning for announcement as well).** A template has been added to eLearning with the UTD logo. Student must send the PowerPoint file for their poster via eLearning to Dr. Monica Brussolo by the last day of class.

### Samples

Students will find information on poster preparation at a number of sites on the web. For example, a search on “Research Poster Guidelines” returned the following items:

- A professor in the Biology Department at Swarthmore has made available for download a PowerPoint template. The website also has pictures of posters and poster sessions that will give you an idea of their organization. Visit: <http://www.swarthmore.edu/NatSci/cpurri1/posteradvice.htm>
- The Newcastle University School of Chemical Engineering and Advanced Materials in the U.K. has a good website which reviews guidelines for both content and design. Visit: <http://lorien.ncl.ac.uk/ming/dept/tips/present/posters.htm>

The project can be an innovative application of management theory or techniques, the improvement of an existing application, or a solution to a problem. Students need to discuss the confidentiality of the work they have done for their specific company with their supervisor, and adjust their poster presentation to take that into account. If there are concerns about confidentiality, be sure your poster does not include sensitivity information so it can be display if required. Should your poster involve proprietary information, the name of the company can be changed.

**You will be graded on the (1) creativity and applicability of the idea or research, (2) the completeness of the documentation on the submitted poster, (3) the quality of the presentation and (4) the description of methods used. Be sure there are not typos or grammatical errors in your poster.**

All poster owners are strongly encouraged to submit their poster to be included in the annual Jindal School of Management Poster Competition. At this competition, local employers are invited to view posters and ask the poster owners questions about their work. This event is held annually in September. Please contact Dr. Monica Brussolo if you would like your poster to be included in this annual event. Note that winners are determined from this Poster Competition and cash prizes are awarded.

### Course & Instructor Policies

1. Questions concerning the assignments should be directed to Dr. Monica Brussolo preferably by email.
2. If you experience any problems that require our assistance or if your internship ends suddenly for any reason, please contact your instructor immediately.
3. If you have any issues that might impact your completion of the requirements for this course, please contact your instructor immediately.
4. You are expected to have read this syllabus before your first day of employment.
5. You are expected to check your email regularly and promptly read all messages from your instructor, even after the semester is over in case your poster has been selected for the competition and needs to be printed.

## **Field Trip Policies**

### **Off-campus Instruction and Course Activities**

*Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address [http://www.utdallas.edu/BusinessAffairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm). Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.*

### **Student Conduct & Discipline**

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part I, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

### **Academic Integrity**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

### **Email Use**

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

### **Withdrawal from Class**

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

### **Student Grievance Procedures**

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called “the respondent”). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent’s School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean’s decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

### **Incomplete Grade Policy**

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester’s end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.

### **Student Accessibility (Disability Services)**

The goal of Student Accessibility office is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. The Student Accessibility office is located on third floor, suite 3.200 in the Student Services building. Office hours are Monday and Thursday, 8:00 a.m. to 6:00 p.m. and Friday, 8:00 a.m. to 5:00 p.m.

Office of Student Accessibility  
The University of Texas at Dallas  
800 W. Campbell Rd., SSB32  
Richardson, Texas 75080  
Tel: (972) 883-2098 (voice or TTY), Fax: (972) 883-6561, [studentaccessibility@utdallas.edu](mailto:studentaccessibility@utdallas.edu)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student’s responsibility to notify his or her professors of the need for such an accommodation. The office of student accessibility provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

### **Religious Holy Days**

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

***These descriptions and timelines are subject to change at the discretion of the Professor.***