

<b>DEREE COLLEGE SYLLABUS FOR:</b>	
<b>LM 4040 INTERNSHIP IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT</b>	
<b>US CREDITS: 0/0/3</b>	
(Updated Spring 2017)	
<b>PREREQUISITES:</b>	Normally the student will have completed 70 credits before embarking on this module. Formal approval by the Department Head / Program Coordinator / Internship Administrator (as appropriate) is required.
<b>CATALOG DESCRIPTION:</b>	Work-based experiential learning for logistics and supply chain management in organizations related to the industry. Students gain on-the-job experience and training as they learn to apply knowledge gained throughout the program to real life professional situations.
<b>RATIONALE:</b>	The internship in logistics and supply chain management is considered an indispensable tool, in which students are placed into a work context, in an effort to demonstrate a critical appreciation of logistics and supply chain operations. The internship-placement is designed to connect theory, taught throughout the program, with the practice in the logistics and supply chain industry. Furthermore, the internship-placement is designed to encourage reflective learning, as students evaluate their own personal competencies, as well as theories and concepts learned through the lens of their professional experience in the field. The internship is in essence the students' first step to a professional career in logistics and supply chain management.
<b>LEARNING OUTCOMES:</b>	As a result of completing the Internship, the student should be able to: <ol style="list-style-type: none"> <li>1. Apply vocationally relevant concepts associated with the operational management of logistics and supply chain resources in a professional setting.</li> <li>2. Formulate a personal development plan based on a critical self-assessment of personal and professional skills and competences, such as timeliness, ability to complete assignments with a minimum of supervision, team spirit, service attitude and initiative demonstrated during an internship-placement in a logistics and supply chain department or organization.</li> <li>3. Relate theories and concepts in logistics and supply chain management with the professional practice in the industry through a critical reflection on the work-based learning internship experience.</li> </ol>
<b>METHOD OF TEACHING AND LEARNING:</b>	In congruence with the teaching and learning strategy of the college, the following tools are used: <ul style="list-style-type: none"> <li>• Use of Blackboard site, where the Department Head / Program Coordinator / Internship Administrator (as appropriate) posts notes, instructions, announcements as well as additional resources in relation to the internship-placement.</li> <li>• Office hours: Students are encouraged to contact the Department Head / Program Coordinator / Internship Administrator (as appropriate) to ask questions and discuss Internship issues.</li> <li>• The internship in logistics and supply chain management is consistent with the work-based learning (internship) policies and procedures, as they have been described in the DEREЕ Work-Based Learning (Internship) Policies and Procedures.</li> <li>• Professional seminars and workshops: Seminars organized and delivered by the School of Business faculty on professional conduct, ethos, service standards in logistics and supply chain management; workshops on interviewing skills, drafting of CV, presentation skills delivered in cooperation with the Office of Careers Services.</li> <li>• Work-based learning internship: Minimum 180 and maximum 200</li> </ul>

	working hours in the logistics and supply chain industry (within 3-4 months).														
<b>ASSESSMENT:</b>	<table border="1" data-bbox="630 132 1419 430"> <tr> <td data-bbox="630 132 1097 220">'Critical Incident and Intervention' Report - <b>formative</b></td> <td data-bbox="1097 132 1175 220">0%</td> <td data-bbox="1175 132 1419 220">Individual, bi-weekly, 500 to 600 words per report</td> </tr> <tr> <td data-bbox="630 220 1097 308">Presentation of Internship Experience, Lessons Learned and Reflective Paper - <b>formative</b></td> <td data-bbox="1097 220 1175 308">0%</td> <td data-bbox="1175 220 1419 308">Individual</td> </tr> <tr> <td data-bbox="630 308 1097 367">Reflective paper – 1<sup>st</sup> <b>summative</b></td> <td data-bbox="1097 308 1175 367">60%</td> <td data-bbox="1175 308 1419 367">Individual, 2600 to 3000 words</td> </tr> <tr> <td data-bbox="630 367 1097 430">Personal Development Planning (PDP) Report – 2<sup>nd</sup> <b>summative</b></td> <td data-bbox="1097 367 1175 430">40%</td> <td data-bbox="1175 367 1419 430">Individual, 1000 to 1200 words</td> </tr> </table> <ul data-bbox="630 457 1435 1270" style="list-style-type: none"> <li>• 'Critical Incident and Intervention' Report (individual): Bi-weekly report with identification of 'critical incidents' and recommendations for management intervention in relation to these incidents (500 to 600 words per report) accompanied by daily journal (daily activity log) of the activities the student intern undertakes during the internship.</li> <li>• Internship Provider evaluation of the student-intern performance of tasks and overall professional demeanor. This occurs by using the Work-Based Learning Evaluation Forms included in the Internship Policies &amp; Procedures Document.</li> <li>• Personal Development Planning Report: The student uses the work-based learning internship experience and the Internship Provider evaluation as the basis for reflective learning in terms of his/her personal development. The student should provide a brief report incorporating a personal self-assessment of skills, competences and areas for improvement and an action plan for the further development of professional skills and competences. Grading of the PDP report takes the Internship Provider evaluation into account in terms of the level of consistency between the Internship Provider evaluation and the student's own reflection upon his/her evaluation.</li> <li>• Reflective Paper (individual): After the completion of the internship, the student must write a reflective paper, integrating his/her experiential learning from the internship-placement with the theories taught in class in relation to the logistics and supply chain industry. The paper should include recommendations to management based on the student-intern's evaluation of professional practice.</li> <li>• Presentation (individual): Presentation of the internship experience, lessons learned and the reflective paper to fellow students and faculty upon return on Campus.</li> </ul> <p data-bbox="630 1297 1435 1354">The formative 'Critical Incident and Intervention' Report aims to support students in the writing of the reflective paper.</p> <p data-bbox="630 1354 1435 1411">The formative 'Presentation of Internship Experience, Lessons Learned and Reflective Paper' aims at providing feedback to the student.</p> <p data-bbox="630 1438 1435 1528">The Reflective Paper tests Learning Outcomes 1 and 2. The Personal Development Planning (PDP) Report tests Learning Outcomes 2 and 3.</p> <p data-bbox="630 1556 1435 1669">The final grade for this module will be determined by averaging all summative assessment grades, based on the predetermined weights for each assessment. Students are not required to resit failed assessments in this module. Failure to pass the module results in module repeat.</p>			'Critical Incident and Intervention' Report - <b>formative</b>	0%	Individual, bi-weekly, 500 to 600 words per report	Presentation of Internship Experience, Lessons Learned and Reflective Paper - <b>formative</b>	0%	Individual	Reflective paper – 1 <sup>st</sup> <b>summative</b>	60%	Individual, 2600 to 3000 words	Personal Development Planning (PDP) Report – 2 <sup>nd</sup> <b>summative</b>	40%	Individual, 1000 to 1200 words
'Critical Incident and Intervention' Report - <b>formative</b>	0%	Individual, bi-weekly, 500 to 600 words per report													
Presentation of Internship Experience, Lessons Learned and Reflective Paper - <b>formative</b>	0%	Individual													
Reflective paper – 1 <sup>st</sup> <b>summative</b>	60%	Individual, 2600 to 3000 words													
Personal Development Planning (PDP) Report – 2 <sup>nd</sup> <b>summative</b>	40%	Individual, 1000 to 1200 words													
<b>INDICATIVE READING LIST:</b>	<b>REQUIRED MATERIAL:</b> <ul data-bbox="630 1759 1435 1843" style="list-style-type: none"> <li>• Sweitzer, H. and King, M. (2008) <i>The Successful Internship: Transformation and Empowerment in Experiential Learning</i>, Cengage.</li> </ul>														

<b>RECOMMENDED MATERIAL:</b>	<p>A. BOOKS</p> <ul style="list-style-type: none"> <li>• Haksever, C., and Render, B. (2013) <i>Service Management: An Integrated Approach to Supply Chain Management and Operations</i>, Financial Times Press.</li> <li>• Fawcett, S. E., Ellram L. M., Ogden, J. A. (2014) <i>Supply Chain Management: Pearson New International Edition: From Vision to Implementation</i>, Pearson.</li> <li>• Munson, C., (2013) <i>Supply Chain Management Casebook, The: Comprehensive Coverage and Best Practices in SCM</i>, Financial Times Press.</li> </ul> <p>B. ARTICLES</p> <ul style="list-style-type: none"> <li>• Knemeyer, A. M. and Murphy, P. R. (2001) "Logistics Internships: Employer Perspectives", <i>Transportation Journal</i>, 41(1), 16-26.</li> <li>• Matthew, S., Taylor, R. &amp; Ellis, R. (2012) "Relationships between students' experiences of learning in an undergraduate internship program and new graduates' experiences of professional practice", <i>Higher Education</i>, 64(4), 529-542.</li> <li>• Moghaddam, J. M. (2011) "Perceived effectiveness of business internships: Student expectations, experiences, and personality traits", <i>International Journal of Management</i>, 28(4), 287-303.</li> <li>• Wouters, M. J. F. and Van Donselaar, K. H. (2000) "Design of Operations Management Internships Across Organizations: Learning OM by Doing OM", <i>Interfaces</i>, 30(4), 81-93.</li> </ul>
<b>COMMUNICATION REQUIREMENTS:</b>	Use of appropriate terminology.
<b>SOFTWARE REQUIREMENTS:</b>	Blackboard, MS Office, search engines
<b>WWW RESOURCES:</b>	<p>Useful sources include:</p> <p><a href="http://www.sole.org/">http://www.sole.org/</a>  <a href="http://www.astl.org/i4a/pages/index.cfm?pageid=3277">http://www.astl.org/i4a/pages/index.cfm?pageid=3277</a>  <a href="http://www.european-logistics-platform.eu/en/european_logistics_platform.htm">http://www.european-logistics-platform.eu/en/european_logistics_platform.htm</a>  <a href="http://www.elalog.eu/eurolog">http://www.elalog.eu/eurolog</a>  <a href="http://www.etp-alice.eu/">http://www.etp-alice.eu/</a>  <a href="http://www.husdal.com/2008/04/11/the-international-supply-chain-risk-management-network-iscrim/">http://www.husdal.com/2008/04/11/the-international-supply-chain-risk-management-network-iscrim/</a>  <a href="http://cscmp.org/">http://cscmp.org/</a>  <a href="http://www.scisce.eu/">http://www.scisce.eu/</a>  <a href="http://www.supplychaininitiative.eu/">http://www.supplychaininitiative.eu/</a>  <a href="http://www.ilme.gr/">http://www.ilme.gr/</a></p>
<b>INDICATIVE CONTENT:</b>	<ol style="list-style-type: none"> <li>1. Introduction to experiential learning</li> <li>2. The logistics and supply chain industry: An overview of the industry and career opportunities</li> <li>3. Preparing for the internship</li> <li>4. Selecting the appropriate internship</li> <li>5. Networking: Establishing internship relationships</li> <li>6. Ending an internship and preparing the next career step</li> </ol>