

## Southwest WI Technical College

10-182-110 Supply Chain Management Internship

# Course Design

### Course Information

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|  | Description | Students will obtain practical, hands-on experience while applying skills developed in the Supply Chain Management program at an approved site with employer and instructor supervision. Professional behavior, good communication, and positive interpersonal skills will also be demonstrated. Students must have approval from the instructor to enroll in this course. Prerequisite: Supply Chain Mgt. Career Planning (10-182-102)    Metadata Terms: Professional Experience, Internship, Career Opportunities, Technical Skills, Journals, Self-evaluations, Soft Skills, Employer, Networking, Unpaid Internship, Personal Responsibility |
|  | Career Cluster | Transportation, Distribution and Logistics |
|  | Instructional Level | A.A.S. - Associate in Applied Science |
|  | Total Credits | 2.00 |

Types of Instruction

|  |  |
| --- | --- |
| Instruction Type | Credits/Hours |
| Online | 2 |

Pre/Corequisites

|  |  |
| --- | --- |
| Prerequisite | Supply Chain Mgt. Career Planning (10-182-102) |

### Course Competencies

|  |  |  |
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| 1. | Evaluate academic experiences in a professional field setting | |
|  | Assessment Strategies | |
|  | 1.1. | Written Product |
|  | 1.2. | Discussion Boards |
|  | 1.3. | Journal Entries |
|  | 1.4. | Evaluations and Surveys |
|  | Criteria | |
|  | You will know when you are successful when: | |
|  | 1.1. | Submit all paperwork correctly |
|  | 1.2. | Complete all discussion boards - rubric standards |
|  | 1.3. | Complete all Journal entries - rubric standards |
|  | 1.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 1.a. | Identify a concept from coursework evident in the workplace setting |
|  | 1.b. | Compare the experience of learning a certain concept in one of your courses and putting it into practice in the workplace |
|  | 1.c. | Value learning preparation for task completion |
|  | 1.d. | Solve problems using academic training to prioritize tasks |
| 2. | Explore possible career opportunities | |
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|  | 2.c. | Communicate internship intentions clearly with employer |
|  | 2.d. | Prepare pre-internship documentation |
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|  | 3.b. | Communicate professionalism with nonverbal skills |
|  | 3.c. | Devise 5 specific new skills you acquired that you can add to your resume |
|  | 3.d. | Work cooperatively in workplace setting |
| 4. | Apply work experiences to Supply Chain Management courses | |
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| 5. | Develop technical skills and strategies | |
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| 8. | Examine personal strengths and limitations | |
|  | Assessment Strategies | |
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|  | 8.c. | Critique your strengths and how they match your assignment workplace |
|  | 8.d. | Explain how your limitations affected your workplace |

### Course Learning Plans and Performance Assessment Tasks

|  |  |
| --- | --- |
| Type | Title |
| LP | Getting Started |
| LP | Discussion Boards |
| LP | Journal Entries |
| LP | Evaluations and Surveys |

Getting Started

Overview/Purpose

This learning plan will provide you with the guidelines and documents that need to be completed to begin your internship.  Many of the documents will define an internship and what are the responsibilities of the employer and your responsibilities as the student participating in this internship position.

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### Learning Activities

|  |  |
| --- | --- |
| 1. | Review Overview document  (Individual School Document) including:  Internship Goals and Program Outcomes  Choosing an Internship Site  Process for Recruiting Interns  Frequently Asked Questions  Role of the Instructor  Role of the Student Intern  Role of the Host Agency (Internship Site/Site Supervisor |
| 2. | Review the Unpaid Internship Guidelines-(Each individual school should develop)  The Unpaid Internship Guidelines outlines the rules and regulations of unpaid internships by the Department of Labor. It is the employer's responsibility to ensure they abide by all laws and we provide this guidelines only as an additional tool to help them understand. If the employer you are working with is providing an unpaid internship, please provide them with this information as well as understand if yourself |
| 3. | Review the Internship Data Sheet-(Each school should develop)  This Internship Data Sheet has sections that the student, employer, and instructor will complete to understand the job duties, hours, pay, objectives/outcomes, and contact information of all three parties. The student and employer must complete their respective sections prior to submitting this form to the instructor for approval. |
| 4. | Review the Internship Training Agreement-(Each school should develop)  The Internship Training Agreement shall be read and signed by the student and employer prior to submitting to the instructor for approval |
| 5. | Review the Acceptance of Risk and Responsibility document (Each school should develop)  The Acceptance of Risk and Responsibility form is to be read and signed by the student. This form indicates that the student is accepting risk and responsibility for any harm and injury caused to them by participating in the internship.   \*\*\*Participant understands that online courses are not covered by the Student Accident Insurance policy, and as a result, participant is responsible for his or her own accident insurance for the internship |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Submit Internship Data Sheet |
| 2. | Submit Internship Training Agreement |
| 3. | Submit Acceptance of Risk and Responsibility |

Discussion Boards

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### Learning Activities

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Discussion: Act Professionally  Southwest Tech has worked with local employers to identify **six skills** that are essential to getting hired and keeping a job after graduation. As you take courses at Southwest Tech, you will work towards obtaining, improving, and enhancing these skills. After you graduate, Southwest Tech's Core Abilities will give you an advantage; employers prefer to hire and promote individuals who demonstrate these skills.     One of the six skills, act professionally, can be defined in many ways. Southwest Tech defines this skill as, "Recognizes an obligation to conform to the technical and ethical standards of chosen career." Acting professional can be demonstrated by verbal and non-verbal communication. How do you treat coworkers and customers? What does your body language say? How do you present yourself--are you dressed professionally?    Please share what you wore to work your first day. What did you observe about the physical appearance of other employees? How did their appearance impact your decision on what to wear your second and subsequent days of work? Why? | | |
|  | Learning Materials | | |
|  | Rubric for Discussion Board Posts | [Rubric for Discussion Board Posts(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=93fb1928-3f05-4964-a7a4-f19ecd605ff6) |
| 2. | Discussion:  Evaluate Academic Experiences in a Professional Field Setting  Give an example that demonstrates how you applied something you learned in your Supply Chain Management program to your internship work. Examples should be specific and demonstrate comprehension and application of program material. What went well? What did you struggle with? What did you learn?   For example, "I utilized project management software to organize information and activities for the implementation of a new software for my employer. The use of the software was a seamless process for me, however, I discovered my employer (and the people I was working with) had not used project management software in the past. This obstacle set us back about a week, because I had to give a demonstration of the software so all parties could understand the big picture and how investing some extra time now would save the company an exponential amount of time later. I learned that helping each person understand the value of investing time now for time savings later was the key to getting buy-in from them to use the software." | | |
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|  | Rubric for Discussion Board Posts | [Rubric for Discussion Board Posts(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=93fb1928-3f05-4964-a7a4-f19ecd605ff6) |
| 3. | Discussion: Gain Occupational Experience  According to the National Association of Colleges and Employers, "Employers made full-time offers to 64.8 percent of their interns" (2014, Naceweb.org). One of the Internship Course Competencies is to Gain occupational experience which will allow you to convey a greater value to employers when you are searching for employment. Please share at least five skills, experiences, and/or qualifications that you will add to your resume as a result of your internship experience. Be prepared to give details of each item you list.   For example:  •Utilized problem solving and decision making skills to assist management with understanding workflow across departments and select the appropriate ERP to meet the needs of the company.  •Assisted upper management with the implementation of project management software to increase productivity and efficiency.  •Developed and presented annual report to the Board of Directors.   Reference   Nace (n.d.). 2014 Internship and Coop Survey. Retrieved March 14, 2014 from http://www.naceweb.org/uploadedFiles/Content/static-assets/downloads/executive-summary/2014-internship-co-op-survey-executive-summary.pdf | | |
|  | Learning Materials | | |
|  | Rubric for Discussion Board Posts | [Rubric for Discussion Board Posts(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=93fb1928-3f05-4964-a7a4-f19ecd605ff6) |
| 4. | Discussion:  Explain the Structure and Operation of a working organization.  The hierarchy of an organization can be defined at centralized or decentralized. Each type has its own set of pros and cons. Do some basic research to understand each type of organizational structure and the organizational structure of the company you work, and share your findings with your instructor and classmates. What has worked well? What could be improved?   \*Please remember not to share proprietary information and to use professionalism when addressing areas of concern. | | |
|  | Learning Materials | | |
|  | Rubric for Discussion Board Posts | [Rubric for Discussion Board Posts(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=93fb1928-3f05-4964-a7a4-f19ecd605ff6) |
| 5. | Discussion:  Developing Technical Skills and Strategies  The type of skills a person possesses can be described in many ways. For this course, we will refer to them as soft skills and technical skills. Soft skills are comprised of things such as your ability to work well with others, communicate, and problem solve, while technical skills are skills like utilizing software (such as an ERP or CRM), implementing Lean Principles, and understanding the economy to make company decisions.   Share at least two technical skills that you would like to improve. Tell us where you are at with each skill (what you are struggling with), what you would like to change/improve, and how you are going to change/improve that skill | | |
|  | Learning Materials | | |
|  | Rubric for Discussion Board Posts | [Rubric for Discussion Board Posts(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=93fb1928-3f05-4964-a7a4-f19ecd605ff6) |
| 6. | Discussion:  Examine Personal Strengths and weaknesses  Each person has their own unique set of strengths and weaknesses. Knowing both of these about yourself can be incredibly insightful and help you to capitalize on what you do well and neutralize what you struggle with. I often refer to a quote by Albert Einstein--here is my modified version of it, "If you judge a fish by its ability to climb a tree, then... you're going to be disappointed." The company you work for, the work that you do, and how you feel should complement what you do well. Please share your top two strengths, two biggest weaknesses, and a brief plan of what you can do to share your strengths with the world and overcome your challenges. | | |
|  | Learning Materials | | |
|  | Rubric for Discussion Board Posts | [Rubric for Discussion Board Posts(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=93fb1928-3f05-4964-a7a4-f19ecd605ff6) |
| 7. | Discussion:  Communicate Clearly, Solve Problems, and Value Learning  Southwest Tech has worked with local employers to identify six skills that are essential to getting hired and keeping a job after graduation. As you take courses at Southwest Tech, you will work towards obtaining, improving, and enhancing these skills. After you graduate, Southwest Tech's Core Abilities will give you an advantage; employers prefer to hire and promote individuals who demonstrate these skills.   Three of these skills are to communicate clearly, solve problems, and value learning. Communication problems can be attributed to many problems in the workplace – under-communicating, over-communicating, and/or misunderstood communication, all of which cause problems.   Share an example of a time when too much communication, not enough, or misunderstood communication caused a problem. Who was involved (no names, just positions, please)? How was the situation handled? What did you learn from the process? What will you do different in the future?   \*Please remember not to share confidential information and to use professionalism when posting | | |
|  | Learning Materials | | |
|  | Rubric for Discussion Board Posts | [Rubric for Discussion Board Posts(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=93fb1928-3f05-4964-a7a4-f19ecd605ff6) |
| 8. | Discussion:  Work Productively and Cooperatively  Southwest Tech has worked with local employers to identify six skills that are essential to getting hired and keeping a job after graduation. As you take courses at Southwest Tech, you will work towards obtaining, improving, and enhancing these skills. After you graduate, Southwest Tech's Core Abilities will give you an advantage; employers prefer to hire and promote individuals who demonstrate these skills.   One of the skills, work productively, is defined as applying effective work habits and attitudes within a work setting. Another skill, work cooperatively, is defined as being capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.   Give an example of a time that you either worked really well or struggled in a team setting. What type of attitude did you or the other(s) have? How did that attitude impact the situation? What did you learn from the situation? | | |
|  | Learning Materials | | |
|  | Rubric for Discussion Board Posts | [Rubric for Discussion Board Posts(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=93fb1928-3f05-4964-a7a4-f19ecd605ff6) |

### Assessment Activities

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Complete all discussion boards | | |
|  | Learning Materials | | |
|  | Rubric for Discussion Board Posts | [Rubric for Discussion Board Posts(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=93fb1928-3f05-4964-a7a4-f19ecd605ff6) |

Journal Entries

Overview/Purpose

Complete a journal entry after EVERY 18 hours of internship work completed. The journal entries are an opportunity to reflect on what worked well, what you struggled with, and what steps you can take to grow. Only your instructor will see your journal entries, so this is the appropriate place to discuss very sensitive issues that in other areas (the discussion board) could be viewed as a breach of confidentiality and/or unprofessional. Your instructor will respond to and engage in conversation via the journal entry to help you overcome obstacles and celebrate wins. In the event you have a challenge that is more pressing, please contact your instructor via telephone or email immediately; do not wait for your journal post.

Target Competencies

|  |  |  |
| --- | --- | --- |
| 1. | Evaluate academic experiences in a professional field setting | |
|  | Assessment Strategies | |
|  | 1.1. | Written Product |
|  | 1.2. | Discussion Boards |
|  | 1.3. | Journal Entries |
|  | 1.4. | Evaluations and Surveys |
|  | Criteria | |
|  | You will know when you are successful when: | |
|  | 1.1. | Submit all paperwork correctly |
|  | 1.2. | Complete all discussion boards - rubric standards |
|  | 1.3. | Complete all Journal entries - rubric standards |
|  | 1.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 1.a. | Identify a concept from coursework evident in the workplace setting |
|  | 1.b. | Compare the experience of learning a certain concept in one of your courses and putting it into practice in the workplace |
|  | 1.c. | Value learning preparation for task completion |
|  | 1.d. | Solve problems using academic training to prioritize tasks |
| 2. | Explore possible career opportunities | |
|  | Assessment Strategies | |
|  | 2.1. | Written Product |
|  | 2.2. | Discussion Boards |
|  | 2.3. | Journal Entries |
|  | 2.4. | Evaluations and Surveys |
|  | Criteria | |
|  | 2.1. | Submit all paperwork correctly |
|  | 2.2. | Complete all discussion boards - rubric standards |
|  | 2.3. | Complete all Journal entries - rubric standards |
|  | 2.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 2.a. | Determine an appropriate internship assignment |
|  | 2.b. | Act professionally arranging an internship |
|  | 2.c. | Communicate internship intentions clearly with employer |
|  | 2.d. | Prepare pre-internship documentation |
| 3. | Gain occupational experience | |
|  | Assessment Strategies | |
|  | 3.1. | Written Product |
|  | 3.2. | Discussion Boards |
|  | 3.3. | Journal Entries |
|  | 3.4. | Evaluations and Surveys |
|  | Criteria | |
|  | 3.1. | Submit all paperwork correctly |
|  | 3.2. | Complete all discussion boards - rubric standards |
|  | 3.3. | Complete all Journal entries - rubric standards |
|  | 3.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 3.a. | Identify professional appearance expected in the chosen workplace |
|  | 3.b. | Communicate professionalism with nonverbal skills |
|  | 3.c. | Devise 5 specific new skills you acquired that you can add to your resume |
|  | 3.d. | Work cooperatively in workplace setting |
| 4. | Apply work experiences to Supply Chain Management courses | |
|  | Assessment Strategies | |
|  | 4.1. | Written Product |
|  | 4.2. | Discussion Boards |
|  | 4.3. | Journal Entries |
|  | 4.4. | Evaluations and Surveys |
|  | Criteria | |
|  | You will know when you are successful when: | |
|  | 4.1. | Submit all paperwork correctly |
|  | 4.2. | Complete all discussion boards - rubric standards |
|  | 4.3. | Complete all Journal entries - rubric standards |
|  | 4.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 4.a. | Construct an example of a work task affecting course work |
|  | 4.b. | Identify a unique task from the workplace |
|  | 4.c. | Prepare a self-evaluation |
|  | 4.d. | Describe internship satisfaction |
| 5. | Develop technical skills and strategies | |
|  | Assessment Strategies | |
|  | 5.1. | Written Product |
|  | 5.2. | Discussion Boards |
|  | 5.3. | Journal Entries |
|  | 5.4. | Evaluations and Surveys |
|  | Criteria | |
|  | 5.1. | Submit all paperwork correctly |
|  | 5.2. | Complete all discussion boards - rubric standards |
|  | 5.3. | Complete all Journal entries - rubric standards |
|  | 5.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 5.a. | Identify technical skills you want to improve upon |
|  | 5.b. | Defend the use of technological improvements in the workplace you were in |
|  | 5.c. | Solve problems with technology |
|  | 5.d. | Work productively with workplace processes |
| 6. | Explain the structure and operation of a working organization | |
|  | Assessment Strategies | |
|  | 6.1. | Written Product |
|  | 6.2. | Discussion Boards |
|  | 6.3. | Journal Entries |
|  | 6.4. | Evaluations and Surveys |
|  | Criteria | |
|  | 6.1. | Submit all paperwork correctly |
|  | 6.2. | Complete all discussion boards - rubric standards |
|  | 6.3. | Complete all Journal entries - rubric standards |
|  | 6.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 6.a. | Define centralized and decentralized hierarchies |
|  | 6.b. | Determine the hierarchy of your workplace |
|  | 6.c. | Identify strengths of the workplace |
|  | 6.d. | Identify limitations of the workplace |
| 7. | Apply knowledge acquired to the Supply Chain Management field | |
|  | Assessment Strategies | |
|  | 7.1. | Written Product |
|  | 7.2. | Discussion Boards |
|  | 7.3. | Journal Entries |
|  | 7.4. | Evaluations and Surveys |
|  | Criteria | |
|  | You will know when you are successful when: | |
|  | 7.1. | Submit all paperwork correctly |
|  | 7.2. | Complete all discussion boards - rubric standards |
|  | 7.3. | Complete all Journal entries - rubric standards |
|  | 7.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 7.a. | Apply effective work habits within a work setting |
|  | 7.b. | Apply effective attitudes within a work setting |
|  | 7.c. | Work productively in a work setting |
|  | 7.d. | Solve workplace problems |
| 8. | Examine personal strengths and limitations | |
|  | Assessment Strategies | |
|  | 8.1. | Written Product |
|  | 8.2. | Discussion Boards |
|  | 8.3. | Journal Entries |
|  | 8.4. | Evaluations and Surveys |
|  | Criteria | |
|  | 8.1. | Submit all paperwork correctly |
|  | 8.2. | Complete all discussion boards - rubric standards |
|  | 8.3. | Complete all Journal entries - rubric standards |
|  | 8.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 8.a. | Generate a list of personal strengths |
|  | 8.b. | Generate a list of personal weaknesses |
|  | 8.c. | Critique your strengths and how they match your assignment workplace |
|  | 8.d. | Explain how your limitations affected your workplace |

### Learning Activities

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Complete a journal entry after EVERY 18 hours of internship work completed. The journal entries are an opportunity to reflect on what worked well, what you struggled with, and what steps you can take to grow. Only your instructor will see your journal entries, so this is the appropriate place to discuss very sensitive issues that in other areas (the discussion board) could be viewed as a breach of confidentiality and/or unprofessional. Your instructor will respond to and engage in conversation via the journal entry to help you overcome obstacles and celebrate wins. In the event you have a challenge that is more pressing, please contact your instructor via telephone or email immediately; do not wait for your journal post. | | |
|  | Learning Materials | | |
|  | Rubric for Journal Entries | [Rubric for Journal Entries(SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=8972b878-5b4d-436e-b1d3-a79176212a00) |

### Assessment Activities

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Complete all Journal Entries | | |
|  | Learning Materials | | |
|  | Rubric for Journal Entries | [Rubric for Journal Entries(SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=8972b878-5b4d-436e-b1d3-a79176212a00) |

Evaluations and Surveys

Overview/Purpose

This folder contains evaluations and surveys that need to be completed throughout your internship. The length of each internship varies, and as a result, your instructor is unable to put a specified due date on these items. It is your responsibility to understand when each of these items needs to be completed and submit them at the appropriate time.

Target Competencies

|  |  |  |
| --- | --- | --- |
| 1. | Evaluate academic experiences in a professional field setting | |
|  | Assessment Strategies | |
|  | 1.1. | Written Product |
|  | 1.2. | Discussion Boards |
|  | 1.3. | Journal Entries |
|  | 1.4. | Evaluations and Surveys |
|  | Criteria | |
|  | You will know when you are successful when: | |
|  | 1.1. | Submit all paperwork correctly |
|  | 1.2. | Complete all discussion boards - rubric standards |
|  | 1.3. | Complete all Journal entries - rubric standards |
|  | 1.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 1.a. | Identify a concept from coursework evident in the workplace setting |
|  | 1.b. | Compare the experience of learning a certain concept in one of your courses and putting it into practice in the workplace |
|  | 1.c. | Value learning preparation for task completion |
|  | 1.d. | Solve problems using academic training to prioritize tasks |
| 2. | Explore possible career opportunities | |
|  | Assessment Strategies | |
|  | 2.1. | Written Product |
|  | 2.2. | Discussion Boards |
|  | 2.3. | Journal Entries |
|  | 2.4. | Evaluations and Surveys |
|  | Criteria | |
|  | 2.1. | Submit all paperwork correctly |
|  | 2.2. | Complete all discussion boards - rubric standards |
|  | 2.3. | Complete all Journal entries - rubric standards |
|  | 2.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 2.a. | Determine an appropriate internship assignment |
|  | 2.b. | Act professionally arranging an internship |
|  | 2.c. | Communicate internship intentions clearly with employer |
|  | 2.d. | Prepare pre-internship documentation |
| 3. | Gain occupational experience | |
|  | Assessment Strategies | |
|  | 3.1. | Written Product |
|  | 3.2. | Discussion Boards |
|  | 3.3. | Journal Entries |
|  | 3.4. | Evaluations and Surveys |
|  | Criteria | |
|  | 3.1. | Submit all paperwork correctly |
|  | 3.2. | Complete all discussion boards - rubric standards |
|  | 3.3. | Complete all Journal entries - rubric standards |
|  | 3.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 3.a. | Identify professional appearance expected in the chosen workplace |
|  | 3.b. | Communicate professionalism with nonverbal skills |
|  | 3.c. | Devise 5 specific new skills you acquired that you can add to your resume |
|  | 3.d. | Work cooperatively in workplace setting |
| 4. | Apply work experiences to Supply Chain Management courses | |
|  | Assessment Strategies | |
|  | 4.1. | Written Product |
|  | 4.2. | Discussion Boards |
|  | 4.3. | Journal Entries |
|  | 4.4. | Evaluations and Surveys |
|  | Criteria | |
|  | You will know when you are successful when: | |
|  | 4.1. | Submit all paperwork correctly |
|  | 4.2. | Complete all discussion boards - rubric standards |
|  | 4.3. | Complete all Journal entries - rubric standards |
|  | 4.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 4.a. | Construct an example of a work task affecting course work |
|  | 4.b. | Identify a unique task from the workplace |
|  | 4.c. | Prepare a self-evaluation |
|  | 4.d. | Describe internship satisfaction |
| 5. | Develop technical skills and strategies | |
|  | Assessment Strategies | |
|  | 5.1. | Written Product |
|  | 5.2. | Discussion Boards |
|  | 5.3. | Journal Entries |
|  | 5.4. | Evaluations and Surveys |
|  | Criteria | |
|  | 5.1. | Submit all paperwork correctly |
|  | 5.2. | Complete all discussion boards - rubric standards |
|  | 5.3. | Complete all Journal entries - rubric standards |
|  | 5.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 5.a. | Identify technical skills you want to improve upon |
|  | 5.b. | Defend the use of technological improvements in the workplace you were in |
|  | 5.c. | Solve problems with technology |
|  | 5.d. | Work productively with workplace processes |
| 6. | Explain the structure and operation of a working organization | |
|  | Assessment Strategies | |
|  | 6.1. | Written Product |
|  | 6.2. | Discussion Boards |
|  | 6.3. | Journal Entries |
|  | 6.4. | Evaluations and Surveys |
|  | Criteria | |
|  | 6.1. | Submit all paperwork correctly |
|  | 6.2. | Complete all discussion boards - rubric standards |
|  | 6.3. | Complete all Journal entries - rubric standards |
|  | 6.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 6.a. | Define centralized and decentralized hierarchies |
|  | 6.b. | Determine the hierarchy of your workplace |
|  | 6.c. | Identify strengths of the workplace |
|  | 6.d. | Identify limitations of the workplace |
| 7. | Apply knowledge acquired to the Supply Chain Management field | |
|  | Assessment Strategies | |
|  | 7.1. | Written Product |
|  | 7.2. | Discussion Boards |
|  | 7.3. | Journal Entries |
|  | 7.4. | Evaluations and Surveys |
|  | Criteria | |
|  | You will know when you are successful when: | |
|  | 7.1. | Submit all paperwork correctly |
|  | 7.2. | Complete all discussion boards - rubric standards |
|  | 7.3. | Complete all Journal entries - rubric standards |
|  | 7.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 7.a. | Apply effective work habits within a work setting |
|  | 7.b. | Apply effective attitudes within a work setting |
|  | 7.c. | Work productively in a work setting |
|  | 7.d. | Solve workplace problems |
| 8. | Examine personal strengths and limitations | |
|  | Assessment Strategies | |
|  | 8.1. | Written Product |
|  | 8.2. | Discussion Boards |
|  | 8.3. | Journal Entries |
|  | 8.4. | Evaluations and Surveys |
|  | Criteria | |
|  | 8.1. | Submit all paperwork correctly |
|  | 8.2. | Complete all discussion boards - rubric standards |
|  | 8.3. | Complete all Journal entries - rubric standards |
|  | 8.4. | Complete all Evaluations and Surveys |
|  | Learning Objectives | |
|  | 8.a. | Generate a list of personal strengths |
|  | 8.b. | Generate a list of personal weaknesses |
|  | 8.c. | Critique your strengths and how they match your assignment workplace |
|  | 8.d. | Explain how your limitations affected your workplace |

### Learning Activities

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Employer Mid-term Evaluation of Student  This evaluation should be completed at about the 50% completion point of the internship. The student is responsible for providing the evaluation to the employer at least one week prior to when the evaluation is due. This will give the employer sufficient time to complete the evaluation, discuss it with the student, and return to the student for submission. | | |
|  | Learning Materials | | |
|  | Employer Mid-term Evaluation of Student | [Employer Mid-term Evaluation of Student(SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=fb52634c-5ec0-49a0-ae51-c16ce5382cf3) |
|  | Rubric for Midterm Evaluation | [Rubric for Midterm Evaluation(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=840dac03-9a64-4601-845b-084d05826ab6) |
| 2. | Student Mid-term Evaluation of Self  Complete this evaluation at approximately the 50% completion point of your internship AND prior to reviewing the employer's mid-term evaluation of you. The purpose of this evaluation is to understand the differences of how you feel you perform and how your employer feels you perform. Understanding the differences will help you recognize what you do well and what you can do to improve. | | |
|  | Learning Materials | | |
|  | Student Mid-term Evaluation of Self | [Student Mid-term Evaluation of Self(SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=df3a1576-7c4f-435a-8dd6-6098c8e7194b) |
|  | Rubric for Midterm Evaluation | [Rubric for Midterm Evaluation(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=840dac03-9a64-4601-845b-084d05826ab6) |
| 3. | Employer Final Evaluation of the Student  This evaluation should be provided to the employer at least one week prior to the completion of the internship to allow them sufficient time to complete the evaluation, discuss the evaluation with the student, and provide it to the student for submission. | | |
|  | Learning Materials | | |
|  | Employer Final Evaluation of the Student | [Rubric for Final Evaluation(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=c050e40a-658b-4a82-b0ee-924879f4a318) |
| 4. | Student Final Evaluation of Self  Complete this evaluation at the end of your internship AND prior to reviewing the employer's final evaluation of you. The purpose of this evaluation is to understand the differences of how you feel you perform and how the employer feels you perform. Understanding the differences will help you recognize what you do well and what you can do to improve. | | |
|  | Learning Materials | | |
|  | Student Final Evaluation of Self | [Rubric for Final Evaluation(SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=bf15ca9c-813e-4297-bbff-451b773d9877) |
| 5. | Student Post-Internship Satisfaction Survey  After you've finished your internship, complete the Student Post-internship Satisfaction Survey and submit to your instructor. | | |
|  | Learning Materials | | |
|  | Student Post-Internship Satisfaction Survey | [Student Post Internship Satisfaction Survey(SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=4bf07106-0296-43a7-b0f1-100e636a0189) |
| 6. | Employer Post-Internship Satisfaction Survey  Provide this survey to your internship supervisor for completion. If the supervisor is comfortable with doing so, they can return it to you for submission or return it directly to the instructor. | | |
|  | Learning Materials | | |
|  | Employer Post-Internship Satisfaction Survey | [Employer Post-Internship Satisfaction Survey (SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=751f92e1-9238-4b3a-9414-8e55fb7a782a) |

### Assessment Activities

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Submit all Evaluation Documents | | |
|  | Learning Materials | | |
|  | Employer Mid-term Evaluation of Student | [Employer Mid-term Evaluation of Student(SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=fb52634c-5ec0-49a0-ae51-c16ce5382cf3) |
|  | Student Mid-term Evaluation of Self | [Student Mid-term Evaluation of Self(SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=df3a1576-7c4f-435a-8dd6-6098c8e7194b) |
|  | Employer Final Evaluation of the Student | [Rubric for Final Evaluation(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=c050e40a-658b-4a82-b0ee-924879f4a318) |
|  | Student Final Evaluation of Self | [Rubric for Final Evaluation(SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=bf15ca9c-813e-4297-bbff-451b773d9877) |
|  | Student Post-Internship Satisfaction Survey | [Student Post Internship Satisfaction Survey(SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=4bf07106-0296-43a7-b0f1-100e636a0189) |
|  | Employer Post-Internship Satisfaction Survey | [Employer Post-Internship Satisfaction Survey (SWTC).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=751f92e1-9238-4b3a-9414-8e55fb7a782a) |
|  | Rubric for Midterm Evaluation | [Rubric for Midterm Evaluation(SWTC)(1).docx](https://swtc.wids.org//PublicDocuments.axd?DocumentID=840dac03-9a64-4601-845b-084d05826ab6) |

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