Auburn University is well-attuned to the supply chain industry’s needs. Employers today want graduates with a strong education and practical experience. AU has chosen to focus on both. The SCM program helps graduates gain early career success by requiring a cross-section of coursework in operations management, logistics, transportation, warehousing, and procurement. Students cap off this classroom knowledge with a related work experience such as an internship, co-op, research project, or an approved global business internship course. All professional experience activities must be pre-approved and are NOT retroactive.

Professional experience provides students with the opportunity to apply academic concepts in the real world and gain a broader understanding of the Supply Chain industry as well as the professional demands of a career within the industry. The professional development requirement is intended to provide SCMN majors with marketable skills, abilities, experience, and the desired professionalism necessary to be considered “highly desirable” graduates of the Harbert College of Business at Auburn University.

The Auburn University Supply Chain Management Professional Experience Program is designed to:

1.) Enhance classroom knowledge through hands-on application of learned concepts in a professional setting.
2.) Act as a career incubator - enriching professionalism, industry knowledge, and communication skills.
3.) Support students as they provide a company with measurable results in a timely fashion.

SCMN Professional Experience - Internship Process

The process for internship selection for both students and employers is a “free market” system. Internship offers are made by employers directly to students who may choose to accept or not accept any offer. The supply chain management industry tends to hire interns on an as-needed basis and have ultimate control over how many interns they need and if/when any hiring occurs. It is also important to note that when an internship role is advertised by/for an employer, to be considered, a student applicant must match the employer’s chosen hiring schedule (fall, spring, or summer term) as well as meet the specific skills, abilities, experience, and GPA requirements, as well as be available to work in the assigned internship location.

Students with limitations such as financial restrictions, a low GPA (2.9 or below), an inability to be flexible geographically, and transfer students who desire to graduate in an unrealistic time frame may not be well-suited for the SCMN major. Students must accept the responsibility to acquire a professional experience themselves – prior to selecting the SCMN major. If ANY student is unsure of his/her ability to complete the Professional Experience requirement they are advised to select a major that is better suited to their needs.

The HCOB makes every effort to prepare students to engage with employers during the job search process. However, employers reserve the right to select desired candidates for internships. It is each student’s responsibility to ready themselves by developing the desired skills, abilities, and other qualifying factors (GPA of 3.0 or better) that employers seek. Students must actively pursue all available internship opportunities and engage in and apply for any internships that they qualify for. In addition, students must perform well enough in an interview setting to acquire any desired experience themselves.
**Students must acquire a professional experience themselves**

Although the University, the HCOB, and the SCMN program offers a plethora of events and activities that provide access to internship opportunities and employer networks, it is imperative that students understand that they are singularly responsible for engaging in activities that may lead to attaining an internship.

The SCMN department, along with the Office of Professional and Career Development (OPCD) work diligently with local, state, regional, national, and global employers to provide ample desirable internship experiences for SCMN students. *However, the HCOB cannot guarantee a professional experience opportunity to any student.* Professional Development opportunities are not provided to students on an 'a-la-carte' basis. SCMN majors are not appointed to or provided specific experiences. Postings offered through the SCMN department and/or the OPCD must never be considered an inventory from which students may simply select an internship.

**Note:** All SCMN majors are encouraged to visit the OPCD (101 Lowder Hall) and attend career fairs to identify professional experience opportunities. The Coordinator of the Supply Chain Management Professional Experience Program will provide leads and direction, but students are responsible for the acquisition of their role. The HCOB, OPCD, and SCMN faculty are not responsible for providing an experience for students.

**SCMN Professional Experience Courses**

SCMN 3920 – Internship in SCMN is available by advanced application only – no retroactive credit will be awarded. Registration is completed by an appointed faculty member upon review and approval of a completed application packet prior to the onset of internship. Internship is offered at 3 credits for one term – up to 6 credits (for two terms). Offered fall, spring, and summer terms. **Students must acquire a professional internship experience themselves.** Students must be registered as a Supply Chain Management major.

**Auburn University Co-Op** - Students may register to earn up to 6 credits in SCMN 3920 by co-registering during two of the three required co-op terms. [www.auburn.edu/co-op](http://www.auburn.edu/co-op)

Contact Dr. Kim Durbin, Director 104 Ramsay Hall  durbikm@auburn.edu

**BUSD 3920 - Global Summer Abroad Experience** – International programs offered by the HCOB include a variety of options. Contact Dr. Dan Padgett, Assistant Professor of Marketing [padgedt@auburn.edu](mailto:padgedt@auburn.edu) or go to [http://harbert.auburn.edu/academics/international-activities/summer-internships/](http://harbert.auburn.edu/academics/international-activities/summer-internships/)

**Special exceptions**: Students with extreme special needs (that prevent them from performing or following the strict schedule of an internship) and/or active ROTC or military personnel (who must participate in military activities on a schedule that prevents them from following the strict schedule of an internship) should meet with the SCMN program coordinator to discuss the following options for completing the professional experience. Due to faculty and project availability – these options are never guaranteed:

**SCMN 3910 – Practicum in SCMN** - By advanced application only. Registration is completed by an appointed faculty member upon review and approval of a completed application packet prior to onset. Not offered each term/year – offered dependent upon project and faculty availability.

**SCMN 4900 – Directed Studies IN SCMN** - By advanced application only. Registration is completed by an appointed faculty member upon review and approval of a completed application packet prior to onset. Not offered each term/year – offered dependent upon project and faculty availability.
What does an ‘approvable’ academic credit-bearing internship look like?

**TERM/LENGTH** - 3 credits for one term or 6 credits for two terms (a maximum of 6 credits are offered). May be taken in fall, spring, and/or summer terms. Students must be registered as a Supply Chain Management major to participate. Interns work 30 or more hours per week (a minimum of 300 hours per term) for 10 weeks to 6 months. Employers determine the term(s) & time frame that suits their environment.

**PROJECT-FOCUSED** - Work activities must be related to Supply Chain Management and must provide a professional experience that allows the student to gain valuable skills that are desirable in the SCM marketplace (performing hourly employee functions, job shadowing, or clerical work is not allowed).

Interns should complete at least one project to acquire professional SCM skills such as:
- Performing software applications and analysis in order to plan, direct, or improve operations or services.
- Planning, directing, or coordinating the movement, storage, distribution, or processing of inventory.
- Planning, directing, or coordinating the transportation operations or service for/with an organization.
- Directing or coordinating production, purchasing, or financial forecasting services or activities.
- Examining existing procedures or opportunities for streamlining activities to meet organizational needs.
- Analyzing product delivery or supply chain processes to identify or recommend changes.
- Managing route activity including invoicing, electronic bills, and shipment tracing.
- Managing personnel, systems, and/or directing daily operations.

**BEST PRACTICES** – Quality internships support interns by providing on-site supervision to oversee the intern’s professional progress (note: a SCMN faculty member is also assigned to support and guide each student). The best internships encourage team involvement, provide structure, and allow access to the executive ranks by showcasing interns work.

**WAGES/SUPPORT** - In 2016, Auburn SCMN interns earned (on average) between $15-$20 per hour. To attract top candidates, employers may also choose to assist students with costs related to housing and/or re-location expenses.

**SELECTION** - The process for internship selection for both students and employers is a free market system. Internship offers are made by employers directly to students who may choose to accept an offer. Participation in the Auburn University Supply Chain Management fall and spring career expos is the recommended method for identifying potential candidates and employers.

**PARTICIPATION** – Students pay tuition and earn academic credit for internships. To earn credit and a passing grade, an intern must fulfill the agreed upon work-site hours; complete all assignments in a professional manner (as outlined in the job description and in the course syllabus); communicate effectively with their assigned faculty and on-site supervisors in a timely manner; and earn a satisfactory final performance evaluation from the employer. Students are expected to comply with all rules, guidelines, and professional conduct set forth by the internship employer and exhibit appropriate business behavior while on-site. Professionalism and integrity are expected by participants at all times.

_all professional experience activities must be pre-approved and credit is NOT offered retroactively._

_internship job descriptions must be pre-approved prior to the onset of internship by the SCM Coordinator of Professional Experience._
SCMN 3920 – Academic Internship in Supply Chain Management

<table>
<thead>
<tr>
<th>Credit hours offered</th>
<th>Time needed to complete work hours at approved employer site</th>
<th>Minimum work hours required to complete on-site employment responsibilities</th>
<th>Hours needed to complete required 4920 coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits</td>
<td>1 term (from 10 weeks - 3 months)</td>
<td>30 hours per week or a minimum of 300 hours per term</td>
<td>25 hours/per term</td>
</tr>
<tr>
<td>6 credits</td>
<td>2 terms (25 weeks - 6 months)</td>
<td>30 hours per week or a minimum of 600 hours in 2 terms</td>
<td>50 hours/2 terms</td>
</tr>
</tbody>
</table>

**Internship dates and deadlines:**

<table>
<thead>
<tr>
<th>Professional Experience offers should be accepted by / before</th>
<th>Applications for 3910 or 3920 reviewed for approval between</th>
<th>AU Term / dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 7, 2016 for <strong>SPRING 2017</strong></td>
<td>October 1 and Nov 31, 2016</td>
<td>Spring 2017 / January to May</td>
</tr>
<tr>
<td>April 1, 2017 for <strong>SUMMER 2017</strong></td>
<td>Feb. 1 – May 1, 2017</td>
<td>Summer 2017 / May to August</td>
</tr>
<tr>
<td>June 1, 2017 for <strong>FALL 2017</strong></td>
<td>Feb. 1 – June 1, 2017</td>
<td>Fall 2017 / August to December</td>
</tr>
</tbody>
</table>

**Support for meeting the SCMN Professional Experience requirement**

The Harbert College of Business offers a variety of Services, programs, and preparatory workshops are offered through the Office of Professional and Career Development. The OPCD offers multiple career expos and employer-related activities throughout the fall and spring terms. In addition, students can sign up for mentorship programs, group, and individual career coaching.

SCMN internship information sessions are held for new SCMN majors frequently throughout the fall and spring terms. These meetings are provided to adequately prepare and inform students about the professional experience requirement within the major. Once identified as a SCMN major, students are invited to attend these sessions by email.

When a student selects SCMN as a major, they should also begin taking advantage of the multiple company tours, employer visits, subject-expert class lectures, and employer events offered throughout the academic year to expose students to industry information and create access to future employers.

Supply Chain majors are supported in the professional experience requirement through enrollment in and successful completion of SCMN 3810 - Professional Development in SCMN. This course is designed expressly to help students improve their understanding of SCMN careers, increase their skills related to the job search (resume writing, interviewing, and professional communication), and equip students for a successful internship search.
**Application and approval process**

Once a student has accepted a professional experience offer, they must submit an application to enroll. *However, securing an internship does not guarantee approval for academic credit.* Accepting an internship offer made by a firm or employer *does not* supersede the necessity to obtain departmental approval in advance to earn academic credit. *Internship credit may not be earned retroactively* (for work performed in the past or prior to approval by the Coordinator).

Internship applications are reviewed and the terms of the internship must be verified with an on-site supervisor prior to the start date. When/ if an internship is approved, the Coordinator of SCM PEP will contact the student and set a meeting to complete registration for the appropriate course; Assign a faculty supervisor and provide a course syllabus; Discuss any questions or needs the students may have prior to starting the internship.

**To earn credit in Professional Experience courses students must do the following:**

Experiences are evaluated on a pass/fail basis. Students will receive either an “S” for satisfactory or a “U” for unsatisfactory as determined by the supervising SCMN faculty member at the completion of the experience. To earn an “S”, an intern must fulfill the agreed upon work-site hours; complete all assignments in a professional manner as outlined in the course syllabus; communicate effectively with their assigned faculty supervisor in a timely manner; and earn a satisfactory final performance evaluation from the employer.

Students are expected to comply with all rules, guidelines, and professional conduct set forth by the internship employer and exhibit appropriate business behavior while on-site. Professionalism and integrity are expected by participants at all times because students represent Auburn University, the College of Business and the Supply Chain Management program.

**BUDGET ISSUES TO TAKE UNDER CONSIDERATION WHEN ACCEPTING AN INTERNSHIP**

**SCMN INTERNSHIP SALARY AND BENEFITS**

SCMN interns earn on average above $15/hour ($10.00 to $29.00 per hour). Many employers also offer relocation assistance or help with apartment rental. Most employers DO NOT include health insurance. When comparing internship opportunities, always ask employers for information about what they include in their internship compensation packages. *SCMN Internship income often off-sets or exceeds intern tuition and living costs. Consider these pre-tax examples of average SCMN internship salaries:*

- **Summer** –
  - 30 hrs per week @ $15/hr x 10 weeks = $4,500
  - 40 hrs per week @ 15/hr x 10 weeks = $6,000

- **Six months** –
  - 30 hrs per week @ $20/hour x 30 weeks = $18,000
  - 40 hrs per week @ $20/hr x 30 weeks = $24,000
BUDGET ISSUES TO TAKE UNDER CONSIDERATION WHEN ACCEPTING AN INTERNSHIP

INTERNSHIP FEES, TUITION, AND EXPENSES

Taking SCMN 3920 as a means of meeting up to 6 directed elective credits is actually less expensive than taking a traditional on-campus course because the student services fee is NOT assessed because interns are primarily doing their coursework off-campus and are not using services supported by this fee. This means that interns will not have traditional student access to student services related to these fees during the term of the internship (such activities as intercollegiate athletics, exhibits, GLOMERATA, intramural sports, PLAINSMAN, religious life, social affairs, student government, student union activities and operations, TIGER CUB, and WEGL Radio Station). If any additional courses are taken during the internship term, the $808 fee will be assessed and participation in the services above are restored.

Applicable professional fees, program fees, and differential tuition are in addition to regular credit hour tuition. Fees and tuition quoted are from the schedule of tuition effective Fall, 2016 http://www.auburn.edu/administration/business-finance/pdf/tuition_16-fall.pdf.

If you need more details, please call the Student Financial Services Office at (334) 844-4634. Rates are subject to change.

What does it cost to earn 3 or 6 credit hours in a Supply Chain Management internship?

TUITION

<table>
<thead>
<tr>
<th></th>
<th>AL resident - $378/per credit hour</th>
<th>3 credits - $1,134</th>
<th>6 credits - $2,268</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Resident - $1,134/per credit hour</td>
<td>3 credits - $3,402</td>
<td>6 credits - $6,804</td>
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</tr>
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</table>

PLUS COLLEGE OF BUSINESS PROFESSIONAL FEE

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<tr>
<th></th>
<th>Freshmen/Sophomore: Summer term 2016 - $75</th>
<th>Fall 2015 or spring 2016 - $260</th>
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<tbody>
<tr>
<td></td>
<td>Junior/Senior: Summer term 2014 - $150</td>
<td>Fall or spring 2015 terms - $560</td>
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</table>

Student Dining Fee Students registered in an academic internship in the fall or spring term (and not attending ANY courses on main campus) may be exempted from the dining plan for the internship term(s). Applications for exemption must be completed with the internship coordinator during the internship enrollment meeting prior to staring internship.

In addition to tuition and fees, students need to be aware that there are basic living (food, housing, and transportation) expenses that need to be taken into consideration during an internship as well.

Housing/Rent Students are responsible for finding their own housing during the internship. Students should consider the cost of maintaining or sub-letting rentals in Auburn in addition to the relocation expenses involved in acquiring housing during an internship. Some internship employers provide assistance with housing expenses. Contact the employer's Human Resources office to obtain information about housing. Future interns are also encouraged to talk to current or past interns to obtain housing-related information.

Prior to accepting an offer with any company (especially during fall or spring terms) students should discuss financial aid and scholarship information with an advisor in the Student Financial Aid Office - 203 Mary Martin Hall - Phone: 844-4634.
Application for enrollment in SCMN Professional Experience Courses (SCMN 3910 or 3920)

Note: Course credit may not be earned retroactively (credit must be earned in the term in which it is performed).

Student’s name: _____________________________________________    Student # ________________________
Major:  __________________________________________   Minor: ______________________________________
E-mail address: ____________________________________  Phone number: ______________________________

Desired term:  ___ Spring ’17 ___ Summer ’17    ___ Fall ’17
Anticipated grad date:  __ May ’17   __ Aug. 17  __ Dec. ’17    ___ May ’18

Credit hours desired for THIS Professional Experience:

___ 1 (SCMN 3910 – Practicum)       ___ 3 (SCMN 3920 -1 term/300 hours on-site)
___ 6 (SCMN 3920 - 2 consecutive terms or co-op rotations/600 hours on-site)

Current Overall Auburn University GPA: ________            Current GPA in SCMN only: ________

Respond below regarding all SCMN major courses taken and/or enrolled in:

<table>
<thead>
<tr>
<th>Supply Chain Course Titles</th>
<th>✓ Currently Enrolled</th>
<th>or</th>
<th>Completed Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCMN 3150 OPERATIONS: MANAGEMENT OF BUSINESS PROCESSES</td>
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<tr>
<td>SCMN 3710 LOGISTICS: MANAGEMENT OF FULFILLMENT PROCESSES</td>
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<tr>
<td>SCMN 3720 TRANSPORTATION: MANAGEMENT OF PRODUCTION FLOWS</td>
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<tr>
<td>SCMN 3730 PURCHASING: SUPPLY MANAGEMENT &amp; SERVICING</td>
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<tr>
<td>SCMN 3810 PROFESSIONAL DEVELOPMENT IN SC MANAGEMENT</td>
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<tr>
<td>SCMN 4700 SUPPLY CHAIN PERFORMANCE MANAGEMENT</td>
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<tr>
<td>SCMN 4800 SUPPLY CHAIN STRATEGY: GLOBAL PERSPECTIVE</td>
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<td></td>
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<tr>
<td>SCMN 4730 SUPPLY CHAIN TOOLS AND TECHNOLOGIES</td>
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<tr>
<td>SCMN 4780 TRANSPORTATION STRATEGY</td>
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<tr>
<td>SCMN 5710 ADVANCED PROCESS ANALYSIS</td>
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<tr>
<td>SCMN 5720 QUALITY &amp; PROCESS IMPROVEMENT</td>
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</table>

You must complete both sides of this application - go to page 2
Securing an experience does not guarantee approval.

**TO APPLY FOR ENROLLMENT IN SCM 3920 – Internship, YOU MUST ATTACH A JOB DESCRIPTION AND OFFER LETTER.**
**TO APPLY FOR ENROLLMENT IN SCM 3910 – Practicum, YOU MUST ATTACH A COMPLETED PROJECT OUTLINE.**

Submit all application documents to Marcia Gibson in 403A Lowder by the recommended deadline date. Students will be contacted regarding approval according to the schedule on the front of this application. If approved, student must attend a professional experience orientation prior to course registration.

Company Name: ___________________________________________________________________________________

Street Address for site: ______________________________________________________________________________

City: _____________________________________________  State:  __________   Zip code: _______________________

Professional Experience Job Title: ______________________________________________________________________

Department(s) in which you will perform your experience: __________________________________________________

Start date: ______________________   End date: _________________________    Hourly pay: $______________

Supervisors Name: __________________________________________________________________________________

Title: ______________________________________________________________________________________________

Department: _______________________________________________________________________________________

E-mail Address: _____________________________________________________________________________________

Phone number: (_________) ____________ - _______________

Human Resource or company contact who may be reached for verification / emergency/ or reporting purposes:

Name: _____________________________________________________________________________________________

Title: ____________________________________________________________________________________________

Department: _______________________________________________________________________________________

E-mail Address: _____________________________________________________________________________________

Phone number: (_________) ____________ - _______________

-------------------------------------------------------------------------------------------------------------------------------------------------------------

____ The information I have provided is true and accurate.

____ I understand that I should meet with the my Academic Advisor prior to registration for this course to discuss my academic progress, registration for future coursework, and possible graduation requirements.

____ I understand that I should meet with the Financial Aid Office prior to registration for this course to discuss any implications for scholarships, financial aid, and military benefits that may occur by participating.

____ I know I must meet all of the expectations as stated in the course outline in order to receive course credit.

Student Signature ____________________________________________ Date _________________________