

SCMN 3810 PROFESSIONAL DEVELOPMENT IN SUPPLY CHAIN – Fall 2014

Instructor: Marcia Gibson marcia.gibson@auburn.edu Lowder 452 (Magnolia side/East wing)

You must be registered as a Supply Chain major, minor, or have a declared concentration in SCMN in the advising office/Banner system to register for this class. Seats are very limited and therefore, 'floating' between class sections is not allowed. The Auburn Fire Marshall will not allow students to occupy our classroom without a seat (no sitting on floor/steps, etc.). Section one meets from 1:00 - 1:50; Section two meets from 2:00 - 2:50; Section three meets from 3:00 – 3:50 on Mondays and Wednesdays in room 152 Lowder or as indicated on the calendar (see * dates).

Instructor's Office Hours: Friday's from 10:00am – noon or 2 to 3 pm [or by appointment].

This class is credit/no-credit – it will not add or subtract to your GPA.
Credit will not be given for both SCMN 3810 and SCMN/AVMN 4810 or BUSI 3010/4010.

Complete all assignments in a professional manner - typed and error free. Poorly prepared, unprofessional work will not receive credit. Late assignments are highly unprofessional and will earn a '0' for each missed assignment.

Class assignments are worth up to 100 points total. 70 points are needed to receive an "S" (1 credit) for the class. Earning 69 or less will result in a fail or "NC" (no credit).

This class is about you and your future. I will work with you to prepare you to perform your best at the SCMN Expo, employer-related events, and in professional job interviews – now and in the future. We will focus on your SCMN-related career interests and prepare for your transition from undergraduate student to professional/intern.

The bottom line: If you attend class and turn in quality work on time – you will succeed. You choose to work hard and you are likely to get positive results (finish class with a job or internship offer in your hands) or blow it off and you will not only fail the class, you will likely not be offered an internship and/or be unemployed upon graduation.

***MY GUARANTEE:** If you will commit yourself to attending every class and successfully completing all of the assignments, your chances of uttering the sentence "Would you like fries with that?" will be reduced by at least 75%! *** Results will be in direct correlation to your efforts.**

You will work very hard - completing a job search in supply chain management for the next 10 weeks:

- You must write and get a resume approved on the Tiger Recruiting Link.
- You must complete short research paper on an assigned SCMN Expo employer.
- You must complete a mock interview with the Career Services Office or OPCD.
- You must attend on-campus recruiting activities.

Attendance/Participation Policy:

Arrive on time. Take part in discussions/participate in activities to increase your professionalism.

A maximum of 2 excused absences are allowed. Contact me via e-mail in advance if attending a job interview and missing class to be excused.

You are expected to approach this class like a supply chain professional:

- Produce *high quality work* without direct supervision.
- Cooperate* with co-workers (classmates) and supervision (instructor).
- Be a *team player* - support your classmates and team leader.
- Complete assignments *on or before the expected dates* for delivery.
- Be on time and don't miss 'work' without a *pre-arranged excuse*.
- Perform your best* and you will not get 'Fired'.

Part 1 – ATTENDANCE & COURSE CONTENT– worth up to 20 points

Class meets M & W from August 18 to October 8 (see calendar) attend 13 of 15 class meetings to pass the course.

Take part in discussions/participate in activities to increase your professionalism.

2 excused absences are allowed. *Sessions taught by the OPCD/at the library must be made up by appointment.*

Part 2 – PROFESSIONAL DEVELOPMENT ACTIVITIES & CAREER GOALS – worth up to 30 points

All students must attend professional development activities to improve their industry knowledge, build a professional network, and develop job seeking skills. See the attached calendar to select the events that will help you get a job and/or internship. *Proof of attendance required – always sign in and/or get a name tag!*

Attend the SCM Career Industry Expo September 22-26 - worth up to 15 points The SCM Career Fair is *required*: attendance is recorded when you get a nametag from the registration desk on the ground floor of Lowder Hall between 3pm and 5 pm on Thursday, September 25. Write a one page review about your SCM industry expo week experiences. Outline who you spoke with, what you learned, and why you would like or dislike working for specific companies. Due in class September 29.

Attend an Individual Meeting with Mrs. Gibson between October 13 -31 and bring a two page “Participation Paper” to the meeting - worth 15 points. Page one should be a list of 20-40 target firms you plan to apply to and the companies you have already had contact with. Page two should outline all of the professional development activities that you participated in this fall, including what you learned and how they helped you.

Part 3 - JOB SEEKING SKILLS AND TOOLS ASSIGNMENTS - up to 50 points:

Use the Office of Professional and Career Development - worth up to 15 points

(These required activities will be completed in class. If you miss either of these classes you will be required to make them up by making an appointment with the OPCD).

Establish and complete a Tiger Recruiting Link account by August 25, 2014.

Complete a Mock Interview by September 19, 2014. Write a one page typed review of your mock interview experience. Include a copy of the reviewer's critique. Focus on what you learned about yourself and what you need to do to improve your interviewing skills. Due by September 22, 2014.

Create a professional SCM resume - worth up to 15 points *(You will be required to submit your resume to TRL until it is approved to get credit for this assignment. Points awarded when approved by both the instructor/TRL.)*

Follow the competency-based resume standards outlined in class. You will write and submit a resume three times - for review and feedback. Each submission will receive critique/suggestions/comments. You are expected to **make the suggested improvements prior to each subsequent submission.**

First resume is due in class and via TRL on August 25. You will get your first critique back on August 27.

Make the suggested corrections and re-submit resume both in class and via TRL on September 3. Reviewed resumes will be returned on Sept. 8 (if submitted on time).

Final submission of your **competency-based SCM resume must be typed and error-free** (proof-read and spell-checked in advance) is due in class and via TRL on September 15. Feedback will be returned on September 17. Your resume must be approved (meaning it has been attached to your TRL account for employers to view) by the OPCD prior to the SCM Career Expo – due by September 22.

Company research - worth up to 10 points

(Class will meet in at the Library computer lab to complete this task September 15 and 17th. Make ups are by appointment only with Ms. Bridget Farrell, Business Librarian.)

You will be assigned an employer from the fall 2014 SCM Career Expo list to complete the one page company research sheet as assigned. Due via e-mail on September 17 by 9 pm.

Establish a LinkedIn account – worth up to 10 points.

Go to www.linkedin.com and set up a free account by October 6. Send Marcia Gibson a "request to connect" message and send a request to join the LinkedIn [Auburn University - Supply Chain Management Group](#). Due October 6 - credit given when both steps are completed.

<p>SMCN 3810 M & W 1:00 - 1:50/2:00 - 2:50/3:00-3:50 152 Lowder (or * see location as indicated)</p>	<p>Monday, August 18</p> <p>CLASSES BEGIN!</p> <p>HANDOUTS: •Syllabus/calendar •Career Interest Survey</p>	<p>Wednesday, August 20</p> <p><u>Meet in HCOB LAB</u></p> <p>TRL /Mock Interviews</p> <p><u>DUE: Career Survey</u></p> <p>HANDOUTS: Career Hand-book, SCM Careers Guide</p>	<p>Monday, August 25</p> <p>SCM-focused Resume</p> <p><u>DUE VIA TRL: Resume.1 & hard copy in class</u></p> <p>HANDOUT: •SCM Resume Guide & Jobs</p>
<p>Wednesday, August 27</p> <p>What are your skill sets?</p> <p>HANDOUTS: •Return resume.1 •Identify transferable skills</p>	<p>Monday, September 1</p> <p>No Class</p> <p>LABOR DAY</p>	<p>Wednesday, September 3</p> <p>Making a 1st Impression</p> <p><u>DUE VIA TRL: Resume.2 & hard copy in class</u></p> <p>HANDOUT: •Elevator speech outline</p>	<p>Monday, September 8</p> <p>Interviewing</p> <p><u>DUE: Elevator speech.1</u></p> <p>Practice elevator speeches in class</p> <p>HANDOUT: Resume.2</p>
<p>Wed., September 10</p> <p>Intern/full time selection process & deadlines</p> <p><u>DUE: Elevator Speech.2</u></p> <p>HANDOUTS: •Intern application •Top 100 internships</p>	<p>Monday, September 15</p> <p><u>Meet @ Library</u> <u>2nd fl. lobby /coffee shop</u></p> <p>Company Research</p> <p><u>DUE VIA TRL: Resume.3 & hard copy in class</u></p> <p>HANDOUTS: •Co. Research Outline •Expo employer list</p>	<p>Wednesday, September 17</p> <p><u>Meet @ Library lab</u></p> <p>EXPO Company Research & Top 40 target companies list</p> <p><u>DUE - via EMAIL by 9 pm: Expo research</u></p> <p>HANDOUT: •Resume.3</p>	<p>Monday, September 22</p> <p>How to spin the Expo Practice Your Pitch</p> <p>DUE: <u>Mock Interview Review</u> <u>TRL approval of resume</u></p>
<p>Wed., September 24</p> <p><i>Employer visits</i></p> <p><i>PROFESSIONAL DRESS!</i></p> <p>HANDOUTS: •Tracking co. contacts •Expo Cheat Sheet</p>	<p><u>ATTENDANCE REQUIRED:</u></p> <p><u>Thursday, Sept. 25 between 3 PM - 5 PM</u></p> <p>Supply Chain Management Expo Lowder Business Building</p>		<p><i>Monday, September 29</i></p> <p>Follow up: Letter Writing</p> <p><u>DUE: Expo Review</u> <i>*Send thank you notes!</i></p> <p>HANDOUT: • Letter examples</p>
<p>Wednesday, October 1</p> <p>•Social Media & •Networking Tools</p> <p>HANDOUT: •How to find internships & jobs on line</p>	<p>Monday, October 6</p> <p>Compensation, Salary, & Cost of Living</p> <p><u>DUE: LinkedIn</u></p>	<p>Wednesday, October 8</p> <p>Continuing Education, Training, & Professionalism</p> <p><i>Last Class Meeting</i></p>	<p>October 13 –31</p> <p>Individual meetings - by appointment</p> <p><u>DUE:</u> <u>Participation Points paper due</u></p>

PART 2 – PROFESSIONAL DEVELOPMENT ACTIVITIES

WORTH UP TO 30/100 POINTS

- ACTIVITIES TO HELP YOU INCREASE YOUR CHANCES OF FINDING A JOB AND/OR INTERNSHIP OPPORTUNITY -

CAREER EXPOS:

August 27 10 AM - 1 PM

Internship & Summer Job Fair

Student Center Ballroom

September 16 3 PM - 7 PM

Engineering & Tech. Career Expo

AU Hotel & Conference Center

September 18 3 PM—6:30PM - Lowder

Consulting/Tech. Industry Expo

October 2 3 PM—6:30 PM Lowder

Finance/Corporate Accounting Expo

October 16 3 PM - 6:30 PM Lowder

Marketing/Sales/Retail Expo

October 21 3 PM - 7 PM

All Majors Career Expo

AU Hotel & Conference Center

SUPPLY CHAIN INDUSTRY WEEK:

Wednesday, September 24

5:00 pm SCMN Expo Employers Panel

6:15 pm-7:00 pm Practice Your Expo Pitch

Thursday, September 25

SCM Career Expo - REQUIRED

Ground floor Lowder Hall 3pm - 7 pm

Friday, September 26

SCMN Job Interviews

ACTIVITIES YOU MAY ATTEND TO

EARN PROFESSIONAL

DEVELOPMENT POINTS:

SCM industry tours

ASCMA meetings

ASCMA panels

OPCD-sponsored employer events

SCM full-time or internship interviews

FALL 2014 SCMN Career Expo Week Schedule of Events

September 22—26

<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Room</u>
Mon—Week of Expo	5 pm	Expo Prep Seminar	OPCD
Tues— Week of Expo	3:30 pm	Expo Prep Seminar	OPCD
Tues— Week of Expo	5 pm	Second Interviews / Case Interviews Seminar	OPCD
Wed— Week of Expo	2 pm	BUSI 2010 - TBD	TBD
Wed— Week of Expo	12 Noon	Dean/Department Head/Faculty/Employer Luncheon	5 th Floor Lowder
Wed— Week of Expo	1:30 pm	Staff Development Session for OPCD Staff with Employers	OPCD
Wed.— Week of Expo	2:30-4 pm	Employer Resume Reviews & Mock Interviews	OPCD
Wed— Week of Expo	4 pm	Faculty/Student Leader/Employer Reception	OPCD
Wed— Week of Expo	5 pm	Employer Preview Session(s) Split by Job / Intern Categories	Various
Wed— Week of Expo	6:15-7 pm	Practice Your Expo Pitch with Recruiters	5 th Floor Lowder
Thurs – Day of Expo	8 am – 3:30 pm	Class Visits (By OPCD Confirmation)	Various
Thurs— Day of Expo	12Noon — 1 pm	Employer Lunch (Casual)	OPCD
Thurs— Day of Expo	3 —6:30 pm	Expo	Ground Floor
Fri— Day After Expo	8 am — 5 pm	All Day Interviews	OPCD