

SCMN 3810 PROFESSIONAL DEVELOPMENT IN SUPPLY CHAIN – Spring 2014

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

Section one meets from 1:00 - 1:50 on Mondays and Wednesdays in room 111 Lowder

Section two meets from 2:00 - 2:50 on Monday and Wednesdays in room 111 Lowder

Office Hours: Tuesday/Thursday from 10:00am – noon or 2 to 4 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 discourteous and will earn a '0' for each missed assignment.

Class assignments are worth up to 100 points. 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).

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.).

This class is really 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 career and helping you prepare for the transition from student to supply chain professional or intern.

The bottom line: If you attend class and turn in quality work on time – you will succeed. Work hard and get results. Many students finish this class with a job or internship offer in their hands. Blow it off and you will fail, plus you will be more likely to be unemployed when you graduate.

You will work very hard - completing a job search in supply chain management for the next 9 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 (Supply Chain Management Expo).

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 an interview and missing class.

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 – COURSE CONTENT– worth up to 20 points

- **Meet 15 times from January 8 to March 3 (see calendar).**
- **Take part in discussions/participate in activities to increase your professionalism.**
- **A maximum of 2 excused absences are allowed.**

Part 2 – PROFESSIONAL DEVELOPMENT ACTIVITIES – up to 30 points

- See attached calendar to select events that will help you get a job and/or internship. Submit a one page paper at your individual meeting (between March 5 - 28) outlining everything you participated in, what you learned, or how it helped you. *Proof of attendance may be required – sign in or get a name tag at all activities!*
- **Spring 2014 SCM Career Expo - worth up to 15/30 points** (*attendance is required to pass class.*)
Attendance is recorded when you get a nametag from the registration desk on the ground floor of Lowder Hall **between 3pm and 7 pm on February 20**. Write a one page review about your experience during the SCM industry expo. Outline who you spoke with, what you learned, and why you would like or dislike working for at least two of the companies that you met with. Due February 24 in class.

Part 3 - JOB SEEKING SKILLS AND TOOLS ASSIGNMENTS - up to 40 points:

- **Use the Office of Professional and Career Development - worth up to 10 points** (*These required activities will be completed in class on **January 13 & 15**. 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 January 15, 2014.
 - Set an appointment between Jan. 8 and Feb. 18 to complete a Mock Interview.
 - 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. Deadline: February 19, 2014.
- **Create a professional SCM resume - worth up to 10 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 January 15. You will get your first critique back on January 22.
 - Make the suggested corrections and re-submit resume both in class and via TRL on January 27.
 - Your resume will be reviewed by the OPCD staff and you will receive an email message within 2 days telling you whether your resume has been 'approved' (meaning it has been attached to your TRL account for employers to view) or 'not approved' (it needs changes/revisions).
 - I will also make suggestions and return the reviewed resume to you on Feb. 3 (if submitted on time).
 - Final submission of your **competency-based SCM resume must be typed and error-free** (proof-read and spell-check in advance) is due in class and via TRL on February 5. Final feedback (if needed) will be given on February 10.
- **Company research - worth up to 10 points** (*Class will meet in at the Library computer lab to complete this task on February 10 and 12. Make ups are by appointment only with Ms. Bridget Farrell, Business Librarian.)* You will be assigned an employer from the spring 2014 SCM Career Expo list (provided in class on Feb. 10). Complete the one page company research sheet as assigned. Due via e-mail on February 17 by 5 pm.
- **Establish a LinkedIn account – worth up to 10 points**
 - Go to www.linkedin.com and set up a free account. Get SCM job postings, networking, and resources.
 - Send Marcia Gibson a "request to connect" message.
 - Send a request to join the LinkedIn Auburn University - Supply Chain Management Group.Due February 26 (credit given when both steps are completed)

Part 4 - CAREER GOALS – worth up to 10 points

- **Individual Meeting with Mrs. Gibson** between March 5-28 personal job search / internship plan.