

Updated 08/03/2023



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTERNSHIP: LOGISTICS & MATERIAL MGMT.**

**LMGT - 2388 – N080**

**DR. TOMMY “T-Low” LOWRANCE**

**NOTE: This is a 10-week online course.**

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### **Course Description:**

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. The work environment is arranged by the student. (See Guidelines for Internships). Semester Hours: 3 (1 lec/15-20 lab).

### **Prerequisites and/or Corequisites:**

Prerequisite: An approved work station. LMGT 2388.N080 must be taken after students have successfully completed QCTC 1391 Lean Six Sigma.

### **Course Notes and Instructor Recommendations:**

#### *Approved Work Station*

An approved work station is a prerequisite to this course. Students must be able to implement a six sigma project which includes the DMAIC and make a contribution to the organization in which their work station is located. Some work stations will not qualify for this internship. The instructor has sole discretion to approve or disapprove a proposed work station. You must be working/volunteering at least 10 hours/week.

#### *Approved Work Project*

You must have a project in which you learn something which will help both you and your employer. It cannot be clerical or something repetitive. If you do not complete your project as outlined in your training plan, you will not receive credit. If you leave your job for any reason, you will not be able to complete your project or the course, and you will not receive credit. In extreme circumstances, an incomplete can be given. If you receive an incomplete, your project must be completed according to your training plan prior to the end of the next 16-week semester (Fall 2025). Most students do NOT finish an incomplete in an internship.

Students are responsible to obtain an approved work station for this course and develop a training plan which meets the following specifications:

- A. Is a six sigma project (approved by the company and the MCC professor)
- B. Benefits your organization
- C. Last 10 weeks at roughly 10-12 hours per week
- D. Helps the student gain better understanding of six sigma

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- E. Is not secretarial or repetitive work (students must work individually or with a team on a six sigma project)

**\*\*\*INSTRUCTOR NOTE:\*\*\***

It is important that you make sure that your supervisor supports your project and is willing to help you personally or has someone else in the organization that will help you throughout the semester. It is important that you set up a project at an organization which is stable. In the past, it has not worked well for students to stop their project at one organization and try to start one at another. It is imperative that you work with your supervisor on a project that is doable and is one he/she supports. Unless there are extreme extenuating circumstances, you will have to finish your original planned training plan in order to get credit for the course. In most cases, changing jobs or supervisors who determine not to continue with your project do not constitute extenuating circumstances.

The Brightspace online learning environment plays an integral role throughout this course. All coursework will be submitted in Brightspace. As such, you must have basic computer skills to be successful in this course.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructor's course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies are defined within the course syllabus.

This is an internship course in which your learning experience and coursework will be driven primarily by you. Do not procrastinate! Putting off coursework until a later time will result in a much more stressful internship experience for you.

**Instructor Information:**

Instructor Name:	Dr. Tommy "T-Low" Lowrance
MCC Email:	tlowrance@mclennan.edu
Office Phone Number:	254-299-8059
Cell Phone Number (best option):	254-744-1873
Office Location:	BT 210

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Office/Teacher Conference Hours: Online Office Hours M/W 1:00-2:00 pm  
Zoom Appointments Zoom ID: 254 299 8059 Password: leader  
**Zoom appointments are available outside of normal conference hours. Please schedule Zoom appointments by email.**

**Required Text & Materials:**

There is no required textbook for this course. You must use the MCC-approved Internship Training Plan form to write your training plan. This form will be provided in Brightspace.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Required Software:**

Microsoft Office – download for free at <https://www.mclennan.edu/tech-support/software.html> BigInterview – access link provided in Brightspace

**\*\*\*INSTRUCTOR NOTE:\*\*\***

Do not submit \*.pages, \*.numbers, or \*.key files. These are Apple iWorks files and cannot be opened. If you submit Apple iWorks files and your work cannot be opened by the instructor, you will receive a zero for the assignment.

Do not submit \*.odp, \*.odt, or \*.ods files. These are OpenOffice files and, when opened in Microsoft Office, will lose formatting and document properties. If you submit OpenOffice files and your document loses formatting when opened, you will lose any points associated with the formatting of the document for the assignment.

If you submit \*.pdf files, your professor will be limited to how they can markup the document or assist with modifications to the document. PDF files are an acceptable submission format, but may limit the assistance that you can receive if corrections or revisions must be made.

**Required Hardware:**

This is an online course that requires students to submit video responses to assignments; therefore, a PC or Mac with webcam, speakers, and microphone must be used by the student.

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Students will also need to scan documents for submission in this course; therefore access to a scanner or equivalent mobile solution is required.

### **Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Students should have a firm understanding of Microsoft Word, including the formatting, table page number, section breaks, page breaks, dot leaders, and insertion tools within Microsoft Word.

Students should possess the ability to download and install apps on a modern smart device should one be used to complete activities in the course. The use of smart mobile devices is not required for this course, but some students prefer the use of such devices to record and upload videos in the course.

### **Methods of Teaching and Learning:**

This course consists of lecture, discussion, journal articles, independent work projects, oral presentations, and business writing assignments.

This is a very writing-intensive course. Grammar will count as 20% of the majority of your assignments. If you are having consistent problems with your writing, you may be required to go to the Writing Center to work on your assignments.

This is an internship course and will require a lot of self-discipline from students! You are expected to check your student email everyday as well. You will be expected to complete the required assignments on time. I am here to make sure you understand the course requirements and oversee the completion of the learning objectives you and your supervisor set for this course.

Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.

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### **Course Objectives and/or Competencies:**

This course seeks to provide opportunities for learning experiences related to management in a real work situation to compliment classroom learning. The student, his/her workstation supervisor, and the professor work together to establish and implement plans to provide these learning experiences. The student's workstation serves as a learning laboratory for the application of skills and knowledge from the classroom to the particular technical situation of the organization. The weekly activities are intended to aid the student in solving work-related problems and to encourage his/her personal development. The written reports are intended to improve the student's organizational skills and writing ability.

General Objectives: By the end of the semester, the student should be able to:

- A. Complete a Six Sigma project at work.
- B. Listen to others' viewpoints and understand there are many ways to look at and solve a specific problem.
- C. Objectively make decisions while supporting ideas and people.
- D. Find and discuss professionalism articles.
- E. Master the regular use of e-mail.
- F. Develop and write a training plan.
- G. Write professional memos.
- H. Civilly participate in subjective discussions with peers.
- I. Organize and write formal reports describing business activities.
- J. Give oral presentations to the class.
- K. Learn and implement new work skills.
- L. Contribute to the organization hosting the internship.
- M. Organize, write, and format a report.
- N. Organize, write, and format a resume.

Specific Competencies: During the course, the student will:

- A. Master the regular use of e-mail.
- B. Develop and write a training plan.
- C. Design and work 120 hours on a workplace project to ensure learning.
- D. Civilly participate in subjective discussions with peers.
- E. Keep a detailed journal of project activities.

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- F. Give oral presentations to the class.
- G. Learn and implement new work skills.
- H. Ensure effort is sufficient to earn three hours of college credit; approximately 120 hours. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and
- I. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

#### **Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

#### **Definitions**

The terminology we use is important.

Drops occur BEFORE the census date and do not count against the student's maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals occur AFTER the census date and count in the student's maximum withdrawal count of 6 classes.

Faculty/Instructors process instructor-led class drops and withdrawals for their classes. Students who desire to be reinstated into a course must contact the course instructor to determine whether the student is eligible for reinstatement. The decision of the course instructor regarding whether or not a student will be reinstated is final.

#### **Online & Hyflex Course Attendance Policy (Business Division)**

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count.

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Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive weeks of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have “attended” and will not be withdrawn. If a student fails to submit two consecutive weeks of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

**Course Outline or Schedule:**

In the event that a schedule change is necessary, students will be notified by course announcement in Brightspace and the information changed on the course calendar located in Brightspace. All assignments must be submitted by 11:59 PM on the specified due date.

<b>Due Date</b>	<b>Assignments Due</b>
<b>6/8</b>	<b>Syllabus Quiz—take immediately so course opens!</b> Student Information Questionnaire Training Plan – Rough Draft
<b>6/15</b>	Final, Signed, and Complete Training Plan Memo to Supervisor (Sponsor) Journal Expectations (Reference)
<b>6/22</b>	Resume BigInterview Assignment
<b>6/29</b>	Article Reflection – Topic 1 Time Management
<b>7/6</b>	Article Reflection – Topic 2 Teams Final Project Review (Reference)
<b>7/13</b>	Journal Sample Article Reflection – Topic 3 Conflict Resolution
<b>7/20</b>	Article Reflection – Topic 4 Technical Writing Article Reflection – Topic 5 Presentation Skills

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<b>7/27</b>	Article Reflection – Topic 6 Project Report – Draft for Peer Review
<b>8/3</b>	Project Report – Draft (Post-Peer Review)
<b>8/10</b>	Final Project Report & Supporting Documentation Final Oral Presentation Video

**Course Grading Information:**

This is a “Credit/No Credit,” or PASS/FAIL course. Progress and accomplishments made by the student in his/her work activities or projects will be evaluated. Grades will be established for each student after evaluation on a points basis. Grades are determined by writing assignments, participation in the classroom, and a completed work project. Each assignment will have a specific rubric for the students to follow. Please see the schedule and rubrics located in Brightspace.

Each assignment is awarded a number of points to a total of 500. Students must earn a minimum of 350 points to earn credit for the course.

In order to receive a grade of “Credit” in this course, students must:

1. Abide by the class attendance policy (Attendance is tracked in Brightspace).
2. Turn in a complete, correct, signed Training Plan on the correct due date.
3. Earn 60 or more of 100 possible points on the final project.
4. Earn a cumulative of 350 points or greater in the course.
5. Complete all of the requirements for the final written project and supporting documentation on the correct due date.
6. Submit a final oral presentation video on the correct due date.
7. **You MUST complete the Orientation Quiz by clicking on CONTENT, then Start Here—Course Orientation. Scroll to the bottom and take the Orientation Quiz. Once you make a 100%, the course will then become available and you’ll see the Learning Modules listed by Week. You MUST complete the Orientation Quiz by the end of Week 1 or you will be dropped from this course.**

Students who fail to abide by the class attendance policy will be dropped from the course by the instructor and receive a grade of “W.”

Students who do not turn in a complete, correct, signed Training Plan will be dropped

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from the course and receive a grade of “W.”

Students who fail to earn 60 points or greater on their Final Project Report, or students who do not submit a final oral presentation video, will receive a course grade of “NC.”

Students who fail to earn 350 points cumulatively on all assignments will receive a course grade of “NC.”

To restate, this internship is based on 500 total points. A passing grade in Internship is 350 points, or 70% of 500 overall points. Students cannot pass the course without having 1) a final, correct, signed training plan on the date listed in the schedule, 2) a final, correct, completed project report with all supporting documentation on the date listed in the schedule, and 3) a final oral presentation video submitted by the date listed in the schedule.

**Point Allocations**

Orientation Quiz	10 pts
Student Questionnaire	10 pts
Training Plan – Rough Draft	60 pts
Final, Signed, Complete Training Plan	100 pts
Memo to Supervisor	20 pts
Resume	20 pts
Big Interview Assignment	20 pts
Topic 1 Summary/Discussion	10 pts
Topic 2 Summary/Discussion	10 pts
Topic 3 Summary/Discussion	10 pts
Journal Sampling	30 pts
Topic 4 Summary/Discussion	10 pts
Topic 5 Summary/Discussion	10 pts
Topic 6 Summary/Discussion	10 pts
Peer Review Submission/Participation	20 pts
Final Project Report	100 pts
Final Oral Presentation Video	50 pts

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Course assignments, activities, and discussion board participation will be graded and a grade released within two (2) calendar weeks of the assignment's due date. Any student without a submission on the due date will be assigned a zero (0) grade. The late work policy below establishes whether late work for unexcused absences will be accepted, any penalization that occurs due to the submission of late work, and how/when the grade will be updated.

**Late Work and Make Up Work Policies:**

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment in Brightspace. **All work is due on or before the assigned date and time – late work will not be accepted without a verifiable extenuating circumstance!** If you miss the assigned due date for assignments and quizzes and your instructors deem your circumstances as an acceptable extenuating circumstance, there will be a 20% penalty assessed. Late work will not be accepted beyond 1 week from the due date. Students will **NOT** be allowed to make up missed coursework unless there is a documented reason (family death/significant medical reason) as to why the work was missed. You will be required to provide verifiable documentation to your instructors. If there is something that you believe may hinder the completion of an exam on time, it is your responsibility to contact the instructor to inform him.

**\*\*\*INSTRUCTOR NOTE:\*\*\***

There are three assignments which cannot be turned in late. The final, signed Training Plan will not be accepted late. It is due on the date specified on the course schedule and must be free of errors and signed by both you and your supervisor. This is the importance of working with your instructor to be sure that your training plan meets all requirements BEFORE the due date arrives. (You must have your instructor's authorization to obtain signatures on your training plan – DO NOT get signatures until your instructor has authorized you to do so.) If it is not turned in on time, you will be dropped from the course. If it is not in the correct format or signed, you will be dropped.

The final project report cannot be turned in late. If you do not turn in a final, complete report with all of the required documentation, you will get an "NC" in the class.

The final oral presentation video will not be accepted late. If you do not submit a video that meets the course requirements stated in Brightspace, you will get an "NC" in the class.

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A grade of Incomplete (I) will only be issued for students who need only to take the final exam and have an extenuating circumstance that resulted in an excused absence (documentation must be provided) for the day of the final exam.

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the professor, prompt and regular attendance—even virtual, and an attitude that seeks to take full advantage of the educational opportunity. That means please demonstrate respect to all who participate in this learning environment at all times and in each interaction.

Please know that I read my email several times during the day; however, if you send me an email at 11 PM with a question you need answered before the class tomorrow I might not see it. I do not always read email on the weekends. Do not expect instantaneous responses from me via email. Additionally, although I provide you with my personal cell phone number, I am not always immediately able to respond. Please be kind and patient.

Lastly, integrity is critical in the business world and in academia. Cheating of any kind will not be tolerated. A zero will be given for the first instance of cheating; failure in the course will result from any additional instance. I will also escalate the matter on the second instance of cheating. This is particularly true with plagiarism. Plagiarism.org (2017) defined plagiarism this way:

1. turning in someone else's work as your own
2. copying words or ideas from someone else without giving credit
3. failing to put a quotation in quotation marks
4. giving incorrect information about the source of a quotation
5. changing words but copying the sentence structure of a source without giving credit
6. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

### **[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.