



Broad College of Business MICHIGAN STATE UNIVERSITY

Department: Supply Chain Management

Course Name: SCM 293 – COOPERATIVE EDUCATION FOR BUSINESS STUDENTS

Fall 2025 Syllabus

Instructor Information:

Name: Kelly M. Lynch
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Title: Fixed-Term Faculty

Kelly M. Lynch is a Fixed-Term (Adjunct) Faculty member in the Department of Supply Chain Management (SCM) and is an instructor of Undergraduate and Graduate level courses. Kelly joined Michigan State University (MSU) in March 2018 as the Director of Corporate and Student Relations in the Department of Supply Chain Management (Corporate and Student Relations Office (CSRO) - MSU Broad College of Business). Kelly resigned from that position in September 2022 and had been working as a Consultant to the SCM Department and the Broad College of Business from then until August 2023, when he became an instructor.

Prior to coming to MSU, Kelly spent approximately 28 years at Chrysler/FCA US/Stellantis in a variety of roles of increasing responsibility and authority. Kelly's last position at the company was the Director of Purchasing & Supplier Quality (P&SQ) Operations & Integration, where he was responsible for integrating the global processes and systems for the procurement of parts, capital expenditures, indirect materials and services. Kelly retired in August 2017.

Kelly earned a BS in Psychology from MSU in 1984 and an MBA in Materials & Logistics Management (Operations) from MSU in 1986.

Course Information:

Course Description: SCM 293 is the Integration of pre-professional educational employment experiences with industry and government employers with knowledge and processes taught in the student's Broad College of Business and Supply Chain Management academic program. Educational employment assignments must be approved by the Department of Supply Chain Management.

Credits: 1 Business Elective

Course Objectives: Students will document their experiential learning while having an internship or co-op experience over the course of the semester.

Enrollment Status: Not Applicable

Grading: Pass/No Pass (does not impact GPA)

Coursework Requirements:

- Submission of job application, resumé, and offer letter
- Syllabus meeting with Course Instructor prior to leaving campus for internship or co-op term
- Submission of a monthly write-up per the schedule on [page 3](#), and requirements on [page 4](#)
- Submission of a final paper per requirements on pages 4 - 5
- All submissions must be made through D2L (<http://d2l.msu.edu>)

Required Textbook & Course Materials: No textbooks are assigned for this course

Number of Enrollments: Students may earn a maximum of 3 cumulative credits in this course. Second and third enrollments do not require the syllabus meeting.

Enrollment: After receiving receipt and approval of your application, the Supply Chain Management Department will enroll the student in the course. If a student has Hold(s) to be resolved an override will be processed. An email will be sent to the student advising the enrollment/override action.

Required and Recommended Texts and Other Materials: Not Applicable

Required Technologies: Access to D2L

This course will be delivered online through the course management system, and you will need your MSU NetID to login to the course from the D2L homepage (<http://d2l.msu.edu>).

In D2L, you will access online course materials, write-up feedback, and additional resources.

Schedule – Fall Semester 2025 (FS25):

Monday, August 25, 2025	First day of classes
Monday, September 1, 2025	Holiday – University Closed
Friday, September 26, 2025	1 st Monthly write-up due by 5:00 pm ET
Monday, October 13, 2025	Middle of Semester
Mon/Tues, Oct. 20/21, 2025	Fall Break
Friday, October 24, 2025	2 nd Monthly write-up due by 5:00 pm ET
Friday, November 21, 2025	3 rd Monthly write-up due by 5:00 pm ET
Thurs/Fri, Nov. 27/28, 2025	Holiday - University Closed
Friday, December 5, 2025	Last Day of Classes (FS25)
Wednesday, December 10, 2025	Final Paper due by 5:00 pm ET

Paper requirements and evaluation criteria on following pages

Monthly Paper Requirements:

- At least one-page double spaced, 12pt Arial font
- To be submitted by the due dates shown on page three of this syllabus
- Content should focus on accomplishments since your initial start or previous monthly submission - what you have learned about the company, the industry, work life, and how any of it relates back to what you have learned at MSU, and yourself!
- Submissions can be made one week earlier than the due date

Final Paper Requirements:

Length and Content:

- 5 – 7 Pages (including Title Page), Double Spaced
- Company Overview
- Position Overview
- Description of Duties
- Summary of Experience

Report Format and Content:

Title Page

- Company Name Work Report
- Your Name and MSU PID Number
- Semester [Fall/Spring Semester 20xx]
- Position Title
- Location
- Email address [either MSU or your work email address]
- Supervisor's Name and Title
- Work Session Number [SCM 293-1, SCM 293-2, SCM 293-3]
- Your Major and Minor, if applicable
- Class Standing [Freshman, Sophomore, Junior, Senior]

Company Overview

- Introduction of the company
 - What does the company do, generally and in your job location?
 - What business or industry category are they in?
 - Where do they stand in relation to competitors?
 - Where do they operate?
 - Regionally, nationally, globally

Work Position Overview

- Introduction of your work position
 - What Segment of the organization is your job in?
 - What are your primary roles and responsibilities?
 - What were your most significant contributions and accomplishments?

Description of Duties

- Details and Purpose of Tasks
 - What kind of work did you do?
 - How was your work used to benefit your department, company operations, and the company overall?

Summary of Experience

- What you accomplished and how it ties to company objectives, including their internship objectives
- What you learned about full-time work in this role, and for this company
- How your experience relates to courses you have taken and/or the content you expect in future courses
- What you would change in this co-op experience for future co-op students
- Advice for other students considering a cooperative education experience

Your Updated Resume is your last page

Your paper can be reviewed by the **MSU Writing Center** for critique prior to turning it in: <http://writing.msu.edu/locations/online/>. This service is available on-line by making an appointment. Do not wait until the last minute!

Learning Continuity Statement:

- Please contact the instructor via email if you have a prolonged absence for any reason

Course Continuity Statement:

- Should the instructor have a prolonged absence, you will be contacted via email by either the instructor or the Department of Supply Chain Management

Assessment Dates:

- See page three of this syllabus
- Grade based upon timely submission of papers, content, as well as grammar and punctuation

Grade Dissemination:

- Final Grade will be posted in D2L
- Final Grade will be posted within five business days of the Final Paper submission

Graded Course Activities:

- NOT APPLICABLE

Other Course Policies:

- NOT APPLICABLE

Important Dates to Remember:

- See page three of this syllabus

Attendance Policy:

- NOT APPLICABLE

Late Work Policy:

- Late assignments will not be accepted without a verifiable excuse for the late submission. Ask the instructor about specific circumstances prior to the assignment due date to make alternate arrangements for the submission.

Extra Credit Policy:

- NOT APPLICABLE

Grades of "Incomplete":

- NOT APPLICABLE

Rewrite Policy:

- NOT APPLICABLE

Essay Commentary Policy:

- NOT APPLICABLE

Group Work Policy:

- NOT APPLICABLE

Required/Recommended Textbooks and Course Materials:

- NOT APPLICABLE

Required Technologies:

- Access to D2L

Student Expectations/Academic Honesty

The All-University Policy on Integrity Of Scholarship and Grades:

All participants in this class are held to the standard set by MSU's Policy on Integrity of Scholarship and Grades. The policy can be read in full at the [MSU Ombudsperson's website](http://splife.studentlife.msu.edu/regulations/selected/integrity-of-scholarship-and-grades) (<http://splife.studentlife.msu.edu/regulations/selected/integrity-of-scholarship-and-grades>)

Eli Broad College of Business Honor Code:

In addition to MSU policies, all students are expected to comply with the Broad College Undergraduate Honor Code (see the code on the [Broad College honor code website](https://uas.broad.msu.edu/college-policies/honor-code/): <https://uas.broad.msu.edu/college-policies/honor-code/>), or the FT MBA Honor Code (see the [MBA honor code website](https://broad.msu.edu/full-time-mba-honor-code/): <https://broad.msu.edu/full-time-mba-honor-code/>).

Spartan Code of Honor:

On March 22, 2016, The Associated Students of Michigan State University (ASMSU) adopted the following Spartan Code of Honor:

“As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do.”

For more Spartan Code of Honor information: [Spartan Code of Honor Academic Pledge](#)

Disability Access:

Students must inform their employer of any accommodation needed. Information related to disability access is available on the [Resource Center for Persons with Disabilities \(RCPD\) website](#)

Americans with Disabilities Act Accommodations:

View the [RCPD site](http://www.rcpd.msu.edu) (<http://www.rcpd.msu.edu>) for model statements inviting disability accommodation requests for syllabi.

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation (“VISA”) form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date will be honored whenever possible.

Expected Hours of Participation/Work Outside Class Per Week:

- NOT APPLICABLE

Grief Absences and Mental Health:

If a student experiences death of a family member or emotional distress from a similar tragedy, refer to your employer’s grief absence policy and discuss with your supervisor. [MSU’s Grief Absence Policy](https://msu.edu/unit/ombud/classroom-policies/index.html#GriefAbsencePolicy) (<https://msu.edu/unit/ombud/classroom-policies/index.html#GriefAbsencePolicy>).

For Mental Health resources, refer to [Mental Health](#)

Professionalism Policy:

- [Tolerance and Civility](#)

Expectations for Class Participation:

- NOT APPLICABLE

Expectations for Student Research:

Students are expected to conduct themselves in accordance with the policies and procedures outlined in their Responsible Conduct of Research (RCR) training given at orientation.

Academic Conduct Policy:

Cheating or plagiarism will result in a Final Grade of Fail/No Pass.

Student Rights and Responsibilities:

Students have a range of support and information options available to them to discuss actions or activities related to their academic, personal, or professional lives at MSU. These rights and resources are detailed on the ombudsperson’s website (<https://ombud.msu.edu/index.html>).

SIRS (Student Instructional Rating System):

Refer to MSU's SIRS Online website if using online SIRS for course evaluations (<https://sirsonline.msu.edu/FAQ.asp>).

Limits to Faculty/Student Confidentiality; Mandatory Reporting:

MSU's Policy on Relationship Violence and Sexual Misconduct is on the RVSM website (https://www.hr.msu.edu/policies-procedures/university-wide/RVSM_policy.html).

Limits to confidentiality:

Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, students should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. As the instructor, I must report the following information to other University offices (including the [MSU Police Department](#)) if you share it with me:

- *Suspected child abuse/neglect, even if this maltreatment happened when you were a child,*
- *Allegations of sexual assault or sexual harassment when they involve MSU students, faculty, or staff*
- *Credible threats of harm to oneself or to others.*

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting you are encouraged to make an appointment with the MSU Counseling Center.

Religious Observances:

Students are expected to notify their supervisor in advance if they intend to miss work due to major religious observances. For a current schedule of major religious holidays, see the [office of inclusion and intercultural initiatives](http://www.inclusion.msu.edu/) (<http://www.inclusion.msu.edu/>).

Emergency Procedures:

Follow the emergency procedure in place at your employer's facility per instruction at the facility.