



## **TRANSPORTATION AND LOGISTICS MANAGEMENT MAJOR INTERNSHIP PROGRAM**

### **Objectives:**

The internship program is designed to provide an opportunity for an upper-level student to gain valuable experience with a transportation/logistics company. The student would be able to apply the knowledge they have learned, in the classroom and from readings to an operating business. The intent is to expand that static knowledge in a dynamic setting and to assist the company in a productive manner. The student will then bring that knowledge back to the university and share their experience and insight in the classroom enriching other students and faculty. The transportation/logistics firm is able at a low cost, to utilize the services of a student whose education and drive is focused on serving that industry. The company has an opportunity to evaluate a potential employee and give current employees additional leadership experience as they mentor the student. When the firm provides feedback to the university on the internship program they help shape the source of future employees.

### **Time Frame:**

A minimum six-week long internship is required of all Transportation and Logistics Management Majors. A typical workweek is 40 hours.

Students, in cooperation with a company, may elect to do a longer internship. Internships of eight weeks are quite common along with a 15 week long semester internship.

A student is awarded 1 credit for each 45 hours of internship provided that the student also completes all required academic assignments associated with the internship. The credit is awarded on a pass/fail basis and is normally from two to seven credits total.

### **Student Preparation for Internship:**

Students will not undertake an internship until after spring term of their junior year. The attached course schedule provides an idea of what courses they will have completed prior to the internship. In these courses, ethics, business administration, transportation systems and logistics process will have been addressed. Some students may elect to start their internships later in their academic careers. A very high percentage of the students at the University of Wisconsin Superior have held jobs either prior to or during their period of study.

All Transportation and Logistics Management Majors are advised on the protocol and expectations that companies have of interns. Students are advised to research a company in detail prior to becoming their intern. Critical issues such as business ethics, confidentiality, and conduct are discussed with the students.

***University of Wisconsin-Superior***  
**Transportation and Logistics Management Major Internship Program**

The University of Wisconsin – Superior’s Transportation and Logistics Management students will bring these basic skills to your firm:

- Computer Literacy: Excel, Word, & PowerPoint
- Business fundamentals
- Basic knowledge of Transportation and Logistics management
- Presentation skills
- Writing skills
- Geographic Information applications
- Intermodal and International Business awareness
- An understanding of the concept of Quality Systems
- An understanding of the application of EDI and IT Systems
- Perhaps most important: a desire to learn by participating

**Student Compensation during Internship:**

Student interns are expected to provide a "value added" to the company. Additionally the student usually has to set aside another paying job to take an internship position. Because of these facts we recommend that companies pay interns. If the site location of the company's internship is located beyond commuting distance from the university or student's home, a modest per diem is usually provided to cover basic living expenses. Compensating interns is common in the transportation and logistics industry. In almost all cases there is an hourly wage with no benefits other than those that may be required by law such as workers compensation. The students are advised that the internship is not a guarantee of future employment with your firm and that the excellence of their performance will be their only advantage when applying for a position after graduation.

2001: Typical hourly Compensation Rates:

- State Government: \$8.00 per hour
- Private Industry: \$8.00-\$10.00 per hour

2001: Per Diem depends on location and the student's situation

**Typical Internship Program of Study:**

Companies may design their internship program of study in any manner they think useful. Some companies have not had internships before, to assist these companies, we have examined successful internships in other organizations and offer the following structure for your consideration. We would also be glad to work directly with your firm in establishing a specialized internship program of study.

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<b>Area of Study</b>	<b>Objective:</b>	<b>Time</b>
<b>Operations</b>	Transportation and Logistic System Operations Managing maintenance and repair of equipment Team approach to problem solving Customer Service Environmental concerns Traffic Management Hazardous Materials handling/shipping Information Technology and EDI systems	2-4 weeks
<b>Administration</b>	Human Resources Purchasing Inventory Control Forecasting and Strategic Planning Internal and External Communications Corporate Structure Strategic Partnerships or Alliances Leadership	2-4 weeks

After the students have been at your firm for a couple of weeks they are capable, with minimal direction, to undertake a variety of projects such as spreadsheet analysis, logistics systems analysis, report preparation, presentation development, and others that you feel would be useful to your company. We encourage you to assign projects to the students that can be completed during their internship.

**Academic Assignments:**

While serving as interns the students are required to keep a daily log that describes the type of activity that they are engaged in each working day. Upon their return to the university, the students are required to make a formal presentation to the faculty or in one of the Transportation or Logistics courses. The formal presentation will either describe the operations of the firm or a project that the student completed. The student will be prohibited from discussing confidential business information. Representatives from the firm would be welcome to attend these presentations.

**Evaluation:**

Objective evaluation of the student's performance and the intern program process is critical for continuous improvement. The student is evaluated in the middle of their internship and a final evaluation is prepared. Formal evaluation sheets will be provided and we welcome any additional comments in any format you may wish to use.

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**Publicity and Publications:**

We normally publish a brief article about the student's internship in the university publications and student's local newspaper and would appreciate any input you would like to give us. We also submit publications in Transportation and Logistics Journals and will cite your firm's involvement in the internship program in relevant articles. If you would prefer not to have your firm's name used, please advise us of that fact so that we do not, otherwise we assume that you welcome the publicity. Upon request, we would be glad to submit these articles to you for proof reading prior to publication.

**Points of Contact:**

The student will provide you with his or her contact information. Faculty at the University who are directly involved in the internship program are:

**Dr. Richard D. Stewart, T&L Program Director**

**715-394-8547**

[RStewart@uwsuper.edu](mailto:RStewart@uwsuper.edu)

**Kathy Derick, Administrative Assistant**

**715-394-8254**

**UW-Superior Department of Business and Economics**

[KDerick@uwsuper.edu](mailto:KDerick@uwsuper.edu)

Please call or email us anytime that you have questions or wish to discuss an issue of importance to you.

Thank you very much for your willingness to invest the time and expense in taking on an intern. Your interest in improving the education of the students enrolled in the University of Wisconsin-Superior's Transportation and Logistics Management program is of vital importance to the students, our university, and the community.

Sincerely,



Richard D. Stewart, Ph.D.

Program Director, Transportation and Logistics Management Major