



Dear Manager:

The attached generic evaluation form is available for use by any company that has a University of Wisconsin-Superior Transportation and Logistics Management Major working at the firm as an intern. Companies may design their internship program of study in any manner they deem useful. We provide a sample program on our website. Some companies have not had internships before, to assist these companies, we have examined successful internships in other organizations and designed this evaluation based on those studies. You may elect to use your own form or to add to this form. We welcome your comments on this evaluation. The attached evaluation form or one of your company's evaluation forms needs to be submitted for each student who is working as an intern.

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 of their written project to the faculty or in one of the Transportation or Logistics class meetings. 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 are welcome to attend these presentations.

Your participation in the UW-Superior Transportation and Logistics Management Major Internship program is vital to the success of the program as well as the enrichment of the student. Your comments are important to us and we would appreciate any feedback you have on the evaluation, program, or industry. Thank you for taking the time and effort to work with this student. They will remember and appreciate your help throughout their career.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stewart". The signature is fluid and cursive, with a long horizontal stroke at the end.

Richard D. Stewart, Ph.D.
Program Director, Transportation and Logistics Management Major

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University of Wisconsin-Superior

Transportation & Logistics Management Major

Standard Internship Evaluation

Name of Firm or Company: _____

Name of Contact Person: _____ Phone Number: _____

Mailing Address: _____

E-mail Address: _____

Student's Name: _____ Internship Dates: _____ to _____

Please evaluate the student's level of understanding or performance:

Management:

Excellent Good Fair Poor *DNA

Understands mission and objectives of organization

Understands organizational structure and lines of communication

Understands how to manage tasks

Understands how to manage people

Performance:

Excellent Good Fair Poor *DNA

Work ethic: On time, completes assigned tasks, takes direction

Management potential: Asks questions, explores options, seeks solutions

Interpersonal skills: Teamwork, verbal presentations, reports

Understanding of Operations:

Excellent Good Fair Poor *DNA

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

Understanding of Administration:

Excellent Good Fair Poor *DNA

Human Resources

Financial Controls

Purchasing Inventory Control

Forecasting and Strategic Planning

Internal and External Communications

Strategic Partnerships or Alliances

Corporate-Agency Leadership

*Does Not Apply

_____/_____
Printed Name and Signature of Supervisor Date

Additional Comments: