

# Internship Agreement

## School of Business and Economics

This Agreement is between the Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Superior (Hereinafter referred to as "University") and \_\_\_\_\_ (hereinafter referred to as "Facility.")

Name of Facility

<b>Leave blank</b>			<b>Leave blank</b>		
Class Number	Dept./Number	Course Title	Section	Credits	Instructor
Student Name			Student Identification Number		
Local Address			Local Telephone Number	E-mail Address	
Major(s)			Credits Earned to Date		
Employer Name			Employer Address		
Employer Telephone Number			Employer Website		
Supervisor Name			Supervisor Address (if different than employer)		
Supervisor Telephone Number			Supervisor E-mail Address		

**Instructions:** Complete page 2 of this form with the assistance of the instructor and sign page 3, **prior to obtaining the following signatures.**

The student intern agrees to perform all assigned duties to the best of his or her ability and to submit all required academic reports.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**THE UNIVERSITY AND THE FACILITY JOINTLY AGREE:**

1. The parties shall not discriminate in their training or education of any person or in the conditions of training or education or in other actions taken as a result of this Agreement by reason of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin. Each party will make reasonable accommodations to assure accessibility to training programs for persons with disabilities;
2. That during the term of this Agreement, the State will indemnify University employees, officers, and agents (students in required training, a credit program, or for graduation) against liability for damages arising out of their activities while acting within the scope of their respective employment or agency, pursuant to §895.46(1) and §893.82, Stats.;
3. That the Facility will indemnify its employees, officers and agents against liability for damages arising out of their activities while acting within the scope of their respective employment or agency;
4. By executing this agreement, neither the University nor the Facility waives any constitutional, statutory or common law defenses, nor shall the provisions of this agreement create any rights in any third party; and
5. The employer agrees to provide a supervised schedule of work that corresponds with the learning activities listed on the succeeding page, to review the intern's final report for accuracy and quality, and to submit a written evaluation of the intern's performance.

Workers' compensation insurance is the responsibility of the employer. The student intern will be paid at the rate of \$ \_\_\_\_\_ Per \_\_\_\_\_

\_\_\_\_\_  
Non-faculty Supervisor Signature – (Company Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

Copy to: D Student D Supervisor (Company Representative upon request) D Instructor

Contract Starting Date	Contract Ending Date	Credits Required	Total Hours
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**Instructions:** Complete the information below. Be as thorough and specific as possible. The accepted standard for independent study is 45 hours of work for each credit earned. The Transportation and Logistics Management Internship requires a minimum of 2 credits that must be completed over a minimum six-week period. TRSP 400 (transportation internship) can be taken for a maximum of seven credits. Each credit over the minimum two requires 45 additional hours of internship experience. A 7-credit internship should take a minimum of 12 weeks of full time employment and usually takes 15 weeks.

**OBJECTIVES:** (What do you want to accomplish? Be specific.)

To learn how the firm operates as a coordinated business system. Time will be spent learning about key components of the company's organization. One of the most important aspects of an internship is the opportunity to see examples of leadership and team work in action in the fast paced real world of business. I would like to take my classroom lessons and apply them to actual business situations.

**LEARNING ACTIVITIES:** (What will you do to achieve the above objectives?)

**Operations**

- Operation of the firm's core business – this may include limited relevant experience (where permitted) in manual labor such as rail gangs, loading docks, or warehouse pick and sort lines
- Managing maintenance and repair of equipment
- Team approach to problem solving
- Customer Service
- Traffic Management
- Information Technology and EDI systems

**Administration**

- Human Resources, Purchasing, Finance and Accounting, Inventory Control, Forecasting, and Strategic Planning
- Internal and External Communications, Corporate Organization
- Strategic Partnerships or Alliances
- Leadership

**EVALUATION:** (How will the instructor determine if you have achieved the above objectives? A final written report is required.)

1. The student will send in weekly reports using the form on the T&L website. These reports may be e-mailed, faxed, or mailed.
2. The student will complete a final written report after the internship. The comprehensive report will follow the guidelines on page 5 of this document.
3. The company will submit an evaluation to the Instructor of the student's internship performance. A company format or the generic evaluation format found on the T&L website may be used.
4. The student will also make a presentation to fellow students or other parties about their internship.

**Student Intern Responsibilities**  
**University of Wisconsin – Superior**  
**School of Business and Economics**

**Eligibility Requirements**

1. Minimum 2.5 grade point average (GPA). Minimum 2.0 Grade Point Average for T & L Management majors. Employers may establish higher minimums.
2. Admission to the School of Business and Economics.
3. Specific upper-division courses as specified by catalog and/or employer.

**Enrollment Procedures**

1. With the assistance of the internship instructor and the prospective employer, complete the Internship Agreement and obtain the required signatures.
2. You must submit the **Internship Agreement and the Student Intern Responsibilities** to the School of Business and Economics Office, Erlanson Hall, Room 301, after completion for authorization and to receive your override or permission number before registering. The original agreement is kept on file in the Business and Economics Office.
3. Register for the appropriate course and credits.

**Student Responsibilities**

1. Perform all duties assigned by work supervisor in a cheerful, timely, and competent manner, keeping in mind that nothing less than outstanding performance that will reflect well on the University of Wisconsin - Superior is expected.
2. Complete and submit a Weekly Activity Report to instructor every Monday.
3. Complete a **comprehensive** final report that must be approved by the supervisor and the Internship Instructor. The report must be typed and meet the requirements of the university's writing policy. The Internship Instructor may refuse to accept the final report until required revisions have been made.

*I have read and understand the above student responsibilities and have been given a copy of The Weekly Internship Activity Report (page 4 of this packet) and Suggested Outline for the Final Report (page 5 of this packet.)*

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Student Intern Signature

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Date

**Weekly Internship Activity Report**  
 University of Wisconsin - Superior  
 School of Business and Economics

This report is to be completed on separate pages and submitted each Monday. You may simply send photocopies of your daily diary, but use the format of the items on this report as a guide.

Intern \_\_\_\_\_

Week Ending \_\_\_\_\_

1. List each of your assignments during the week and indicate the time spent on each.
2. Describe new knowledge, skills, and/or accomplishments acquired during the week.
3. Explain any classroom learning that you applied to your work assignments.
4. What difficulty occurred or what problem(s) did you encounter on the job? What did you do to correct it/them?
5. In what areas could you use help in performing your job better?
6. What interesting or challenging relationship did you have during the reporting period with a co-worker, a client, or your work supervisor? Describe.
7. List any management or labor-related information gained during the reporting period that was new to you.
8. List any new equipment, software, etc., used during the reporting period.
9. Rate your work experience during the reporting period in terms of skills/knowledge learned.

Excellent			Good				Average			Poor	
10	9		8	7	6		5	4	3	2	1

10. Rate your work experience during the reporting period in terms of social/political knowledge gained.

Excellent			Good				Average			Poor	
10	9		8	7	6		5	4	3	2	1

11. Other comments and/or information that should be included in your final report.

**Suggested Outline for the Final Report**  
**University of Wisconsin - Superior**  
**School of Business and Economics**

- I. Introduction-how did you get the internship, inclusive dates of internship, weekly work schedule, rate of pay, etc.
- II. Background
  - A. History of firm - date founded, by whom, growth statistics.
  - B. Organization structure of the firm including organization chart with titles and names, number of employees, name and position of your supervisor, *company mission statement*, goals, nature of the business, its competitors, product/service lines, and principal shareholders.
- III. Internship Objectives
  - A. Summarize your learning objectives.
  - B. Which of your objectives you achieved and how.
  - C. Which of your objectives you did not accomplish and why.
  - D. Learning you accomplished that was not included in your objectives. This is usually quite significant and includes office politics, person-to-person relationships, characteristics, and skills required for advancement, etc.
  - E. Which aspects of your classroom learning were helpful and provided you with knowledge/skills required on the job and why.
  - F. Things you wish you would have learned/known prior to starting the internship and why.
- IV. Detailed description of the actual work you did, projects completed, and your accomplishments. This is the major portion of your report. Be sure to clearly describe what you did, keeping in mind that you want the reader to be able to understand what you write even though he/she may know little, if anything, about the day-to-day operations of the firm. You should include copies of appropriate forms and projects in the appendix, but describe their development in this section.
- V. Summary and Conclusions: Discuss your general reactions to the internship--good and bad points. Provide suggestions (if any) for improvement of the internship experience in general and with this company. Ideas include what divisions of the company that you would have liked to have learned more about during your internship. We strongly suggest that you discuss your suggestions with your supervisor prior to writing them up. What aspects of this industry attract or discourage you from a career track in that sector of the industry. What suggestions do you have for fellow students about to begin an internship with this industry and/or firm?
- VI. Appendixes-Copies of forms and reports you worked on, computer programs developed, systems created, etc.  
**NOTE: You must have the permission of your company supervisor for any company material in your final report.**

**Recommended Procedures**

1. Keep a daily diary of your internship experiences. This makes writing your final report much easier.
2. Prepare a first draft of your final report and give to your instructor for review.
3. Make required corrections, revisions, etc.
4. Present to your supervisor for his/her approval.
5. Present to instructor.
6. Instructor turns in grade.

The information requested by the University of Wisconsin-Superior will not be used for purposes other than, for which it is collected (WI Act 39). {Rev. 10/05}