



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 his or her 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. IN addition 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 for 2 credits is required of all Transportation and Logistics Management Majors. A typical workweek is 20 to 40 hours.

Students, in cooperation with a company, may elect to do a longer internship. Internships of eight weeks are quite common, and some companies and students seek a 15-week long semester internship.

After the initial six weeks, students may be awarded 1 credit for each additional 45 hours 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 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 will be completed prior to the internship. In these courses, ethics, business administration, transportation systems, Logistics and Supply Chain Management processes will have been addressed. Some students may elect to start their internships later in their academic careers. For

instance, they are allowed to complete all course requirements and participate in graduation ceremonies in May of their senior year and then take their internship during the following summer. Upon successful completion of their internship they will receive their diploma in August.

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.

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

- Computer Literacy: Excel, Access, Word, PowerPoint
- Business fundamentals: Accounting, Marketing, Finance, Economics, Law
- Background of Transportation, Logistics, Supply Chain Management
- Business presentation and writing skills
- Geographic Information Systems applications
- Familiar with Intermodal systems and International Business
- An understanding of the concept of Quality Systems
- An understanding of the application of EDI, TMS and IT Systems
- Perhaps most important: a desire to learn by participating
- Work ethic: Over 90% of the students in the T&L program at the University of Wisconsin Superior have been employed either prior to or during their period of study at UW-Superior.

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.

2011: Typical hourly Compensation Rates:

State Government: \$9.50 per hour

Private Industry: \$10.00-\$15.00 per hour

2011: Per Diem depends on location and the student's situation but is not required.

Assistance is frequently provided in locating cost effective housing but is not required..

Typical Internship Program of Study:

Companies may design their internship program in any manner they think useful. Some companies have not had internships before, so 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. The Warehouse Education Research Council (WERC) published a Guide To Warehouse Internships book that can provide additional insight. The book can be obtained from the WERC website: www.werc.org , by looking under “research library” and then “publications”.

Area of Study	Objective:	Time
Operations	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
Administration	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 transportation analysis, logistics supply chain 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. The students are required to submit a final report that we request that they have reviewed by their supervisor prior to sending to the University. Upon their return to the university, the students are required to make a formal public presentation to the faculty or in one of the Transportation and Logistics Management courses. The formal presentation will either describe the operations of the firm or a project that the student completed while on the internship. The student is prohibited from discussing or publishing 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 his/her 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.

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 we do not, otherwise we assume that you welcome the publicity. If you request it, 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

Kathy Derick, Administrative Assistant
UW-Superior Department of Business and Economics **715-394-8254**
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 the students, our university and the community.

Sincerely,

Richard D. Stewart

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