



METROPOLITAN
TRANSPORTATION
COMMISSION

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November 16, 2009

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San Mateo County

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U.S. Department of Housing
and Urban Development

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Cities of Alameda County

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Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

To Our Transportation Partners:

MTC is pleased to announce it will again sponsor its High School Internship Program in the summer of 2010. The purpose of the program is to introduce high school students (who have completed the 10th, 11th or 12th grade) to career opportunities in the field of transportation and to provide our transportation partners with some assistance on entry-level tasks. Over the years, this program has received tremendous positive response and we expect more this coming year.

Our budget allows for 25 interns throughout the nine Bay Area counties, so some requests may not be filled. However, there may be an opportunity to partner with MTC by leveraging your agency's financial resources with ours to sponsor additional internships at your agency.

MTC will recruit the interns based upon the job description(s) you provide, screen all applications, and provide your agency with a pool of qualified candidates. Your agency will then interview each candidate before making a final employment selection.

MTC will contract with a temporary employment agency as the employer of record. This agency will be responsible for payroll, other personnel processing, and for providing workers' compensation insurance.

There is no direct cost to you (unless you hire an additional intern); MTC pays the student's salary. What your agency would need to provide is a work area, a range of daily tasks that gives the student a glimpse into the workings of your department, and appropriate supervision. Our goal is to attract motivated students and to coordinate and fund their placement in your organization.

The internship should be a pre-professional learning experience for the student. In the past, students have assisted our partner agencies by collecting data in the field and entering it into a database, researching easements and vacant parcels, creating CAD drawings, and assisting with presentations. MTC asks that a planner, engineer or other transportation-related professional be assigned as a mentor for the eight-week duration of the student's internship. In planning your internship position, please note that interns are not allowed to drive a vehicle while on the job.

To Bay Area Cities and Counties

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Interns may work either full or part-time, up to a total of 8 hours per day and up to 5 days a week. Interns are employed on an hourly pay basis and subject to hourly work rules. Interns can start anytime after the MTC half-day orientation scheduled on June 16, 2010. Since many students attend summer school, we encourage you to allow for flexibility in the intern's work schedule.

If you are willing to participate in this invaluable educational program, you may download the Intern Request Form from our web site at http://www.mtc.ca.gov/jobs/high_school/ and email it to amacaulay@mtc.ca.gov. If you have questions about the program or need the form emailed to you, contact Ann Macaulay at the (510) 817-5741. The form submission **deadline is Thursday, December 10, 2009.**

Sincerely,



Steve Heminger
Executive Director

SH:AM

Enclosure: Sample Intern Request Form
Attachment A

ATTACHMENT A

The job description you create is placed online for students to review. Below is an example of a well written description:

Assist with work related to bicycle planning, and pavement markings. Field work, such as bicycle and pedestrian counts, signage inspection, and trip hazard survey. Office work, such as data entry, mapping, and use of the Manual of Uniform Traffic Control Devices (MUTCD) is required. Use writing skills to write general reports, as well as helping with fliers and public notices. If interested student may assist with land use mapping and will have the opportunity to use specialized software, such as Geographic Information System (GIS), AutoCAD (drafting software), and Adobe Illustrator.

Metropolitan Transportation Commission 2010 High School Internship Program**Intern Request Form**

Instructions: 1) Double click on “xx” and type entry.
2) Email as an attachment to Ann Macaulay at amacaulay@mtc.ca.gov

① **County:** xxCOUNTYxx

Agency: xxAGENCYxx

② **Name of Person to Supervise Student:** xxSUPERVISORxx

Title: xxTITLExx

Address: xxADDRESSxx

City/Zip: xxCITYxx **Phone:** xxPHONExx **Fax:** xxFAXxx

E-mail Address: xxEMAILxADDRESSxx

③ **Location of intern work site, if different from above:**

Address: xxADDRESSxx **City/Zip:** xxCITYxx

④ **Is the work site accessible by transit?** xxYESxNOxx **If so, what type of transit?** xxTYPExx

Walking Distance to transit? xxMILExORxFRACTIONxTHEREOFxx

⑤ **Keep in mind: Jobs providing professional experiences in the field of transportation are given higher priority. Please describe the type of work the intern will be expected to perform; indicate any project(s) the student may work on. This information is important to ensure your agency is matched with a qualified student.**

Job Student will be performing (*See Attachment A for an example of a well written job description*)
xxOUTLINExTASKSxINxPARAGRAPHxFORMATxx

⑥ **List any minimum requirements or specific skills you would prefer the student to have.**

1. xxSKILLxx

2. xxSKILLxx

3. xxSKILLxx

**MTC High School Internship Program
Intern Request Form — Page 2**

⑦ Internship Requirement: Student candidates must be interviewed in person or by phone.

Please indicate name of person to coordinate or participate in the interview:

Name: xxNAMExx **Phone:** xxPHONExx

E-mail Address: xxEMAILxADDRESSxx

AND HUMAN RESOURCES REPRESENTATIVE

Name: xxNAMExx **Phone:** xxPHONExx

E-mail Address: xxEMAILxADDRESSxx

⑧ Please Note: Interns are allocated a maximum of 300 hours to work for the summer. Most students will begin work in mid-June or early July, and continue through the end of August. Students may work full-time or part-time. Students will be paid a prevailing wage; they are **not to work overtime** and are **not allowed to drive a vehicle** during work hours or for any work related reason.

If you have specific preferences regarding work hours, please notify MTC prior to the selection and interview process.

- Has the agency participated in the MTC's High School Summer Program? xxYESxNOxx
If yes, when? xxDATExx
- Is your agency willing to hire additional students on your agency's payroll? xxYESxNOxx

Name of person authorizing this intern request: xxNAMExx

Title: xxTITLExx

Phone: xxPHONExx

E-mail Address: xxEMAILxADDRESSxx

SUBMIT Intern Request Form in MS Word format to MTC.

Email Intern Request Form to:

Name: Ann Macaulay

Email: amacaulay@mtc.ca.gov

Email Subject Line: MTC Intern Request Form

For more information contact:

Name: Ann Macaulay

Phone: 510-817-5741

Email: amacaulay@mtc.ca.gov