



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item 7

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Memorandum

TO: Policy Advisory Council

DATE: July 6, 2011

FR: Ann Macaulay

WI: 1153

RE: 2011 MTC High School Internship Program

MTC High School Internship Program

MTC's High School Internship Program was initiated by MTC's Minority Citizens Advisory Committee (MCAC) in 2000 to encourage young people who might not otherwise consider a career in transportation. MTC's Human Resources (HR) team manages the program.

The purpose of the summer internship program is to:

- promote interest in transportation as a potential career,
- help students understand the transportation agencies' roles in the community, county, and regional transportation system,
- provide skill-building opportunities during all phases of the program, and
- provide summer work help to our partner transportation agencies.

High school applicants must be at least 16 years of age by the date of hire, have completed the 10th grade, live and go to school in the county for which they are applying for an internship, and have an unweighted grade point average of 2.8 or higher (students with a lower GPA will be considered if they submit two letters of recommendation).

MTC provides funding for approximately 35 summer internships throughout the nine counties of the San Francisco Bay Area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma. Partner Agencies provide the internship positions and supervise/mentor each intern.

Program Implementation

MTC reaches out to transportation partner agencies in the fall. Requests for an intern are collected and reviewed to ensure the partner agency is creating a transportation related internship and that there is solid supervision/mentorship assigned. Effort is made to secure internships in all nine counties. For this year's program, MTC received 56 intern requests.

By January each year, the internship positions are selected, and student recruitment begins. Together with the former MCAC members, MTC has established an extensive contact list for student recruiting. This year 1,050 brochures were mailed to schools, organizations, churches, youth groups, and past qualifying students. MTC always welcomes new contacts to add to our recruiting contact list.

MTC HR staff attends outreach programs throughout the calendar year promoting this internship program. Solid relationships have been established with individuals in many of our contact groups. They help promote the program and, more importantly, help students learn about the program and complete the application process.

The deadline for applying is in March. Again, to accommodate student applicants, MTC HR builds in time to help students complete their applications correctly, often contacting applicants to let them know what's missing or to help them understand how to manage the process. This program is meant to be a learning experience. Not only to learn about transportation jobs, but to learn about applying for work, interviewing, being hired, going to work, recording work time, etc. This year 247 students applied for the 35 positions.

MTC matches student applicants to appropriate openings in their county. Often for students who may not be as familiar with the application and interviewing process, plans are made to have them interview more than one time with specific agencies giving them an opportunity to improve their skills during the interview process. The agencies select the student they will hire for their internship. Students work for up to 250 hours from late June through the end of August.

MTC provides:

- training and orientation for supervisors/mentors of participating partner agencies,
- the employment agency who hires and pays the students,
- the funds to pay the students and the funds to cover the administration of the program,
- a program orientation at MTC for all selected interns and their supervisors/mentors,
- administration of the program throughout the summer,
- group field trips to various transit-oriented sites when possible, and
- a closing session where interns and supervisors/mentors can share their summer experiences.

Interns leave with a letter of recommendation from the agency where they worked.

2011 Internship Brochure

Our 2011 program brochures are attached for your reference.

Attachments

Student Qualification Requirements

Applicants must:

- live and go to school in the county the student is applying for, and
- by the summer, have completed the school term as a sophomore, junior, or senior, and
- be at least 16 years of age by date of hire.

Note: If you are offered an internship, are under 18 years of age, AND will not be graduating prior to the start of the program, you will be required to obtain a work permit.

Application Process

To apply, go online to:

www.mtc.ca.gov/jobs/high_school/

- 1 Complete online application.
- 2 Attach a page that describes in your own words a transportation problem in your community and explains what you think could be done to help resolve the problem.
- 3 Attach one letter of recommendation from a teacher, principal, counselor, religious leader, or employer (two letters are required if GPA is below 2.8).

After an initial screening process, the best-qualified candidates will be notified as to which one of our transportation agency partners they have been selected to interview with.

Interviews will be conducted either in person or by telephone.

For More Information

Contact MTC's High School Intern Coordinator at 510.817.5807, or e-mail InternCoordinator@mtc.ca.gov, or visit MTC's Web site at www.mtc.ca.gov/jobs/high_school/.

About MTC

Created by the state Legislature in 1970, the Metropolitan Transportation Commission is the transportation planning, coordinating, and financing agency for the nine-county San Francisco Bay Area. A 19-member policy board not only directs MTC, but also, since 1998, the Bay Area Toll Authority (BATA) and, since 1988, the region's Service Authority for Freeways and Expressways (SAFE). MTC has sponsored a high school internship program since 2000.



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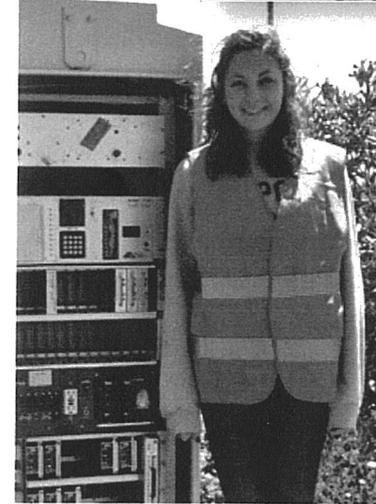
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MTC Graphics/ph — 12/10

Metropolitan Transportation Commission



High-School Internship Program



**GAIN
EXPOSURE**

TO CAREERS IN TRANSPORTATION

The purpose of the Metropolitan Transportation Commission's summer internship program is to promote interest in transportation as a potential career; help students understand the role of transportation agencies in the community, county, and region; provide skill-building opportunities during all phases of the program; and provide assistance to our partner transportation agencies.

The program was conceived by MTC's Minority Citizens Advisory Committee to encourage young people who might not otherwise consider a career in transportation.

Students of all orientations and abilities are strongly encouraged to apply.

How the Internship Works

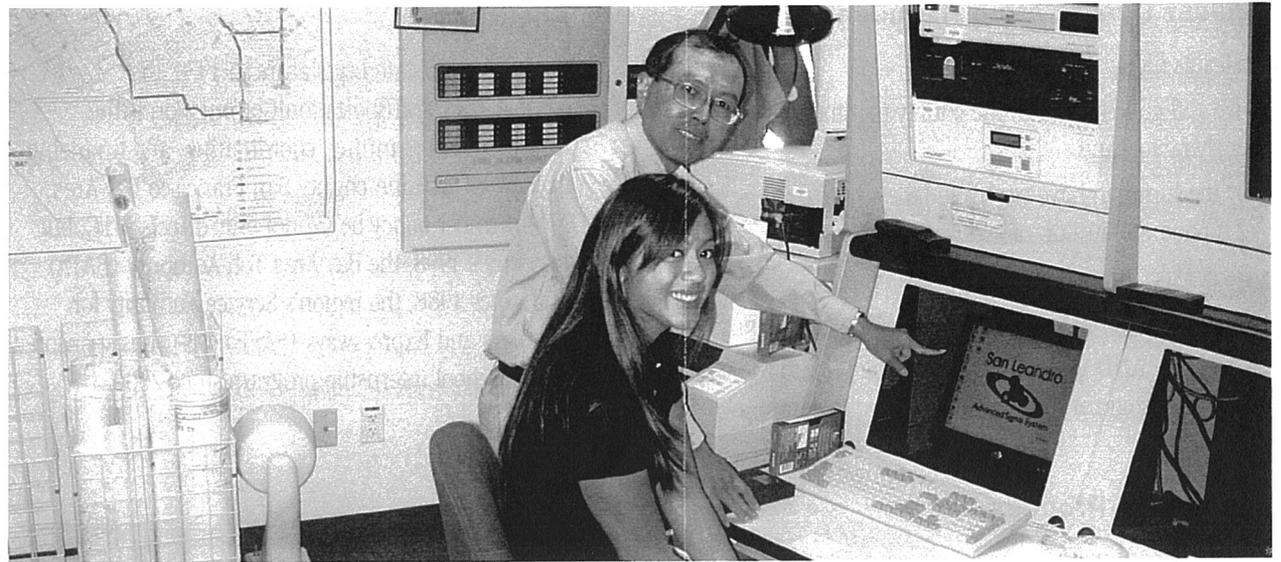
Approximately 35 summer internships are available throughout the nine counties of the San Francisco Bay Area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

The work site locations vary and at the beginning of each year are posted on MTC's Web site at www.mtc.ca.gov/jobs/high_school/.

Students are paid a competitive hourly wage.

Students will generally work Monday through Friday, 8 am to 5 pm (there may be some exceptions), up to 40 hours per week.

Most internship positions are flexible and designed to meet the needs of the student. Students may work full-



time or part-time for up to ten weeks between the months of June and September.

Internship activities vary depending on the needs of our partner agencies and the skill set and interests of the intern.

How You Will Spend Your Summer

While you will undoubtedly be spending most of your time with the agency you have been selected to internship with, MTC will offer excursions that provide the advantage of learning first hand about current transportation matters in the Bay Area.

There will be an Intern Forum, where you will present what your internship has taught you about transportation in your community. This is a great opportunity to use your creativity and share with others the interesting work you did during the summer.



Minimum Skills Agencies Are Seeking

- Basic computer skills (Word & Excel) and basic math
- Effective communication and customer service skills
- Eagerness to learn something new and challenging
- Willingness to work in an office and/or in the field
- Ability to get around on public transportation
- Ability to perform basic office tasks, such as typing, managing data, conducting research and compiling information from files

Examples of Typical Assignments

- Assist in the survey of sidewalks to confirm the city is in compliance with the Americans with Disabilities Act
- Assist with completing traffic and pedestrian counts, and participate in train-ride observation checks
- Learn to use geographic information system (GIS) and/or Computer Aided Drafting (CAD) software to assist with support tasks for corridor planning
- Inventory and survey bicycle lane projects for "before and after" results; survey bicycle signage and parking locations to update databases



Skills of the Students We Recruit

- Basic computer skills
- Basic knowledge of Word and Excel
- Basic math proficiency
- Communication and customer service aptitude
- Eagerness to learn something new and challenging
- Willingness to work in either an office or in the field
- Ability to navigate public transportation
- Ability to perform basic office tasks, such as typing, managing data, plus conduct research and compile information from files or the internet

Student Requirements

- Applicants are at least 16 years of age by date of hire
- Have completed the 10th grade
- One letter of recommendation, or two letters of recommendation if GPA is below 2.8

Graduating seniors are also eligible to apply.

How To Request An Intern

1. Download required forms from MTC Web site at:
www.mtc.ca.gov/jobs/high_school/
2. E-mail completed forms to:
InternCoordinator@mtc.ca.gov

For More Information

Contact:

Ann Macaulay, MTC Human Resources

Voice: **510.817.5741**

E-mail: amacaulay@mtc.ca.gov

Web site:

www.mtc.ca.gov/jobs/high_school/

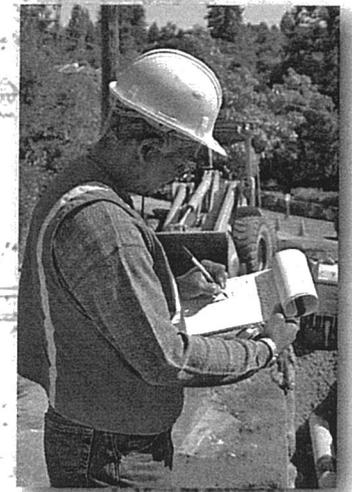


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**METROPOLITAN
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YOUR PROJECT ...



... OUR INTERN



THE GOAL OF THE METROPOLITAN TRANSPORTATION COMMISSION'S SUMMER INTERNSHIP PROGRAM is to expose high school students to career opportunities in the field of transportation. The program was conceived by MTC's Minority Citizens Advisory Committee to encourage young people to consider a career in transportation.

How the Internship Works

Approximately 35 internships are available in the nine-county San Francisco Bay Area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

MTC recruits interns based upon job descriptions provided by the agencies. In the spring of each year the selected work site locations are posted on MTC's Web site at www.mtc.ca.gov/jobs/high_school/.

Students are paid a competitive hourly wage at no direct cost to the agency. Students generally work Monday through Friday (with some exceptions), up to 40 hours per week. They may work full- or part-time, for up to ten weeks, between the months of June and August. Some students receive academic credit for their internship.

Why Sponsor An Intern?

- Student interns can provide MTC's transportation partners (such as planners at transit agencies or traffic engineers at city and county public works departments) with assistance in completing a special project or filling in where extra help is needed.
- Hiring an intern gives you the opportunity to mentor a young person and make a difference for all involved.
- An Internship teaches a student how their community works and what part they can play within their community.
- Students learn firsthand about the various fields of transportation and planning and hopefully their experience inspires them to seek further education and careers in the field of transit.

What Our Interns Have Done for Previous Sponsors

- Assist in the survey of city sidewalks to identify obstructions for Americans with Disabilities Act compliance.
- Assist with transit scheduling and participate in train-ride observation checks.
- Learn to use Geographic Information System (GIS) programs to assist with support tasks for corridor planning.
- Inventory and survey bicycle lane projects for "before and after" results. Survey bicycle signage and parking locations to update databases.

While the student will undoubtedly spend most of his or her time working on the task they were hired for, MTC offers excursions that provide the intern the advantage of learning firsthand about regional transportation matters.

Before the internship comes to a close, students prepare a short presentation about what their internship has taught them about transportation in their community; there will be an opportunity for them to present it at the closing Intern Forum.

