

Attachment A – Program Details and Schedule Requirements

Agency applicants must attend an informational webinar and commit to the following internship schedule requirements before being considered for the program.

Internship Schedule Requirements

- Agency applicants who wish to participate in the program must attend one of the following informational webinars:
 - **Friday, January 25, 2019 from 10:30 – 11:30 AM**
 - **Thursday, February 7, 2019 from 1:30 – 2:30 PM**
 - **Wednesday, February 13, 2019 from 10:00 – 11:00 AM**
 - **Tuesday, February 19, 2019 from 1:30 – 2:30 PM**
- To sign up for a webinar session, email InternCoordinator@bayareametro.gov with the date(s) you plan to attend.
- Mentors and interns must attend the **Intern Orientation**, held at MTC in San Francisco, which is scheduled on **Tuesday, June 18, 2019, from 9:00 a.m. – 2:00 p.m.** Interns can start at their assigned agency any time after attending and completing Orientation.
- Interns must attend the **Intern Forum**, held at MTC in San Francisco, which is scheduled on **Thursday, August 8, 2019, from 10:00 a.m. – 3:00 p.m.** Interns will present their group projects and certificates of completion will be presented to interns at the conclusion of the forum. Mentors are encouraged to attend.

Program Details

- Mentors must interview ALL candidates referred either in-person or by phone. MTC will forward up to ten qualified candidate applications and an interview packet to selected agency mentors.
- Interns may be scheduled to work part-time the first week of the internship (up to the discretion of the Mentor) depending on the types of duties assigned.
- Interns may work part-time or full-time as scheduled between the Intern and Mentor.
- Interns are **not allowed to drive a vehicle** and are **not permitted to work overtime** during work hours or for any work related reason.
- Final Group Project - Interns will create a 10-15 minute group presentation summarizing: (1) the experiences gained from their respective internships; (2) how the agencies they have interned with play an overall part in the community, county, and/or region's transportation operations; and (3) what impact they believe the work they are currently doing will have on their community's future. Each group will make a presentation at the Intern Forum.

General Information

- Each internship is allotted a maximum of 250 hours.
- Interns may work either part-time or full-time, up to 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 have until August 31st (8-10 week period) to exhaust the maximum 250 hours allotted.

How to Apply

If your agency is committed to the schedule and program requirements outlined above and would like to request an MTC-funded intern, please submit an online [Intern Request Form](#) at <https://irf.mtc.ca.gov/login>. **Deadline to apply is 11:59 PM February 24, 2019.**

Contact Information

For questions or additional information, please contact the High School Internship Program Coordinator at InternCoordinator@bayareametro.gov or call 415-778-5207.