

## **MTC HIGH SCHOOL SUMMER INTERNSHIP PROGRAM**

### **EXAMPLES OF TYPICAL ASSIGNMENTS**

Each partner transportation agency coordinates meaningful leadership and service opportunities, trips and projects that will allow the selected intern to learn about their host agency and make an impact on their local community. The majority of work will be accomplished in the office. Below are examples of typical assignments and possible enrichment activities the agency you work for, if selected, may have planned for you.

Typical assignments may include:

- Receive hands-on experience/training in both the office and field environments
- Perform data entry
- Improve your communication skills
- Improve your writing and editing skills
- Develop research skills
- Train in AutoCAD, GIS or ArcMap software
- Work on website creation and maintenance
- Learn how to read and interpret project plans, specifications and details
- Assist with planning and working public events
- Help facilitate public involvement
- Work with the agency's Communications Department
- Assist with sustainable transportation planning strategies
- Incorporate bike/pedestrian pathways into a city plan
- Learn how to prepare traffic reports

Opportunities outside of the office may include:

- Networking with other departments
- Networking with peers and professionals in the field
- Meeting your local elected official(s)
- Attending public meetings
- Attending environmental impact meetings
- Touring various projects within your community
- Touring Priority Development Areas and new commercial/residential developments

You may also learn about:

- Your city's water system
- How public utilities work in your city
- The various types of funding your city/county receives
- The distribution of collected transportation funds
- Different types of transportation resources (e.g., freeway call boxes, types of transit ticket/card fares, 511 program, Freeway Service Patrol program, etc.)
- How freeways/expressways/roadways are designed and funded
- Issues affecting low-income communities
- Issues affecting seniors and people with disabilities
- Storm water pollution prevention programs