



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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December 1, 2017

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To Our Transportation Partners:

**The Metropolitan Transportation Commission (MTC) invites your agency to participate as a mentor in the 2018 Summer High School Internship Program.**

The purpose of the program is to:

- show students how our transportation partners play an overall part in the community, county, and regional transportation operations;
- promote interest in transportation as a potential career;
- provide skill-building opportunities during all phases of the program; and
- provide assistance to our partners with talented individuals.

**PROGRAM INFORMATION:** There is no direct cost to your agency unless your agency elects to hire an additional intern. Intern salaries are paid by MTC. Estimated total cost per intern is approximately \$5,500.00. In turn, you would be responsible for providing mentorship, a work area, and a range of challenging tasks to further develop the intern's skills and experience.

Our budget allows for the sponsorship of 30 interns throughout the nine-county San Francisco Bay Area. Every year, interest in our program increases along with the pay rate of the interns, therefore, some requests may not be filled. We do, however, guarantee one MTC-funded intern to agencies who use their own financial resources to sponsor additional students.

The internship should be a pre-professional learning experience for the student. In the past, students have assisted our partner agencies with fieldwork to collect data followed by its entry into a database, research on easements and vacant parcels, CAD drawings, and organizing data. MTC asks that a planner, engineer or other transportation-related professional be assigned as a mentor for the duration of the student's internship (up to ten weeks). In planning your internship position, please note that interns are not allowed to drive a vehicle while on the job. Included in this email are the following - a letter inviting you to request an intern, program details and schedule requirements, and a sample of internship descriptions to help you in developing a position for your agency.

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

MTC will post internship descriptions on its website, screen all student applications, and select internships based partly on student interest in each of the nine counties. MTC will forward up to ten qualified candidates and an interview packet to selected agencies.

**HOW TO APPLY:** If your agency is interested in participating in this invaluable educational program and is committed to fulfilling the conditions outlined in the [Program Details and Schedule Requirements document \(attached and at this link\)](#):

<[http://irf.mtc.ca.gov/docs/Program\\_Details\\_and\\_Schedule\\_Requirements.pdf](http://irf.mtc.ca.gov/docs/Program_Details_and_Schedule_Requirements.pdf)>, please submit an [Online Intern Request Form](#):< [http://irf.mtc.ca.gov/intern\\_requests/new](http://irf.mtc.ca.gov/intern_requests/new)>.

- Note: If your agency requested an intern using this online system, the posted internship description can be copied and updated to submit your 2018 request. You can do that by clicking on the [Copy & Edit](#) folder icon from a prior request.

**The deadline to submit an online Intern Request Form is 11:59 pm, Sunday, January 7, 2018.** Early submissions are greatly appreciated. We look forward to working with you on our High School Internship Program. If you have any questions, feel free to contact us by email at [InternCoordinator@bayareametro.gov](mailto:InternCoordinator@bayareametro.gov) or call 415-778-5207.

Sincerely,



Robin H. James  
Human Resources Manager

Attached Files:

- Letter to Agencies
- Attachment A – Program Details and Schedule Requirements
- Attachment B – Examples of Well Written Internship Descriptions