

## Attachment A – Program Details and Schedule Requirements

We appreciate the time, patience, and mentorship our transportation partners afford our interns. Applicants need to commit to the following internship schedule requirements before requesting an MTC funded intern:

### **General Information**

- Interns are allotted up to 250 hours each.
- Interns may work either part or full-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 have until Friday, August 31 (est. 10-week period) to exhaust their hours.

### **Before the Students Can Begin their Internship**

- Mentors participate in one of the two half-hour virtual Mentor Orientations scheduled on Thursday, April 19, at 10:00 a.m. and Wednesday, April 25, at 2:00 p.m. Plan for one-hour.
- Mentors must interview ALL candidates selected by MTC, either in person or by phone.
- Interns will attend Orientation, held at MTC, which is scheduled for Tuesday, June 26, from 9:00 a.m. – 2:00 p.m.; Interns can start at their assigned agency any time after attending the Orientation.

### **During the Internship**

- We encourage Mentors to only schedule the Interns for work up to 20 hours the first week. Depending on the types of duties assigned, an intern may be scheduled to work part-time the second week as well (up to the discretion of the Mentor).
- Interns from the third week and on may work part-time or full-time as arranged between the Intern and Mentor.
- Interns are **not to work overtime** and are **not allowed to drive a vehicle** during work hours or for any work related reason.
- Final Group Project - Interns will work together in their assigned group to create a ten (10) minute presentation summarizing their experience gained from the internship and what impact they believe the work they are doing will have on their communities' future.
- Mentors and interns attend the all-day Intern Forum, held at MTC, which is scheduled on Thursday, August 2; Interns will present their projects and certificates of completion will be presented to interns.