

Attachment B – Examples of Well Written Internship Descriptions

MTC is responsible for addressing applicant questions. To reduce the possibility of an agency being contacted prematurely by parents about an internship opportunity, MTC removes agency identifiers from internship descriptions and posts only the city where the opportunity is available.

MTC does take the students' interest into consideration when deciding which agencies are to be selected. The more interesting the internship the more likely your agency may be selected.

GREATER CONSIDERATION GIVEN FOR:

- tasks/projects providing professional skill-building experiences, and
- enrichment experiences that educate how your agency plays an overall part in the community, county, and regional transportation operations.

EXAMPLES OF WELL WRITTEN INTERNSHIP DESCRIPTIONS

Example #1 (bicycle/pedestrian projects):

Intern will assist with work related to grant writing, bicycle and pedestrian master plans, and the development of capital improvement projects. Perform field work, such as taking project photos, observing bicycle and pedestrian activity, and collecting land use data. Conduct office work, such as organizing transportation reports, researching data, (traffic volumes, accident info, land use, etc.), review aerial photos, and create location maps. Write reports, as well as prepare fact sheets and grant applications. If interested, the intern may learn to use specialized land use mapping software, such as Geographic Information System (GIS) software and AutoCAD (drafting) software. Intern will also be given an opportunity to work on several additional projects in various stages of development.

Enrichment Activities include:

- Attend environmental impact meeting(s)
- Lunch with a planner or engineer
- Meet the Mayor

Desired Skills

1. Oral and written skills
2. Computer skills (Microsoft Office, Computer Graphics)
3. Photography skills (Digital Camera download and printout)

Example #2 (marketing):

Intern will assist with work in the marketing and research department, including, but not limited to, helping create content for the agency's Web site and other online marketing channels (such as Facebook, YouTube, Twitter and MySpace) and helping with promotion of events and venues close to transit stations.

Enrichment Activities include:

- Exposure to Parks and Recreation development: Attend opening of city dog park
- Develop interviewing skills

Desired Skills:

1. Strong oral and written communication skills (writing experience such as for a school or club newspaper, Web site, or personal blog will be a plus).
2. Basic computer skills (such as word processing) are required (advanced skills such as Web design or photo editing will be a plus).
3. Ability to take the initiative and work collaboratively in a team environment.

Example #3 (streets/pavement):

Intern will assist with work related to creating a database for pavement markings and striping. Intern may perform field work such as traffic counts, signage inspection, and trip hazard database. Intern will also perform office work such as data entry and mapping. Intern will assist with other related work such as street resurfacing programs, inventorying programs, maintenance programs, and sampling programs. Intern will write a final report on the internship, as well as assist with fliers, television, Web site and public notices. Intern also may assist with land use mapping and will have the opportunity to use specialized software, such as Geographic Information System (GIS) software and AutoCAD (drafting) software.

Enrichment Activities include:

- Tour of city's water tanks
- Visit with fire department
- Visit with police department

Desired Skills:

1. Proficient in Microsoft Word and Excel.
2. Hard working, willing to learn, outgoing and friendly.
3. Proficient in AutoCAD and ARCmap (not required, but preferred).

Example #4 (traffic):

Intern will work on various transportation and traffic projects including data entry of accident reports into a traffic database. Assist staff in completing traffic, pedestrian and bicycle counts. Assist in the preparation of stop sign analysis, crosswalk safety analysis and traffic signal analysis reports. Conduct inventory of traffic safety equipment and GIS tagging. Estimate construction quantity needs. Perform simple drafting and filing assignments. Assigned tasks might include large document scanning, filing drawings, and completion of simple calculations.

Enrichment Activities include:

- Attend regional meeting regarding Climate Action Transportation
- Webinar on "Sidewalk Design"
- Webinar on "Bicycle Boulevards and Neighborhood Greenways"

Desired Skills:

1. Basic Math skills.
2. Basic Microsoft Office skills (MS Excel and MS Word).
3. Computer Aided Drafting (AutoCAD) highly desirable but not required.