



Agencies interested in participating in the program must attend one of the informational webinars listed in this letter and submit an online Intern Request Form.

To Our Transportation Partners:

The Metropolitan Transportation Commission (MTC) invites your agency to participate as a mentor in our annual High School Summer 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 partner agencies 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. In turn, your agency 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 approximately 30 interns throughout the nine-county San Francisco Bay Area. Every year, interest in our program increases. Therefore, some agency intern 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 (250 hours maximum, up to ten weeks). In planning your internship position, please note that interns are not allowed to drive a vehicle while on the job. Attached to this letter are the following - Program Details and Schedule Requirements (Attachment A) and Examples of Well Written Internship Descriptions (Attachment B) to help you in developing an intern position for your agency.

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

MTC has already posted high school internship opportunities on its website. MTC will select the agency positions that best fit MTC internship goals, screen student applications and forward up to ten qualified candidate applications and an interview packet to the agencies that are chosen to participate in the program.

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Steve Heminger
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Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

Brad Paul
Deputy Executive Director,
Local Government Services

INFORMATIONAL WEBINAR will provide more details about the program including agency commitment and mentor expectations. To sign up for one or more of the following webinar sessions, email InternCoordinator@bayareametro.gov with the date(s) you and/or the proposed mentor plan to attend.

- Friday, January 25, 2019, at 10:30 AM
- Thursday, February 7, 2019, at 1:30 PM
- Wednesday, February 13, 2019, at 10:00 AM
- Tuesday, February 19, at 1:30 PM

NOTE: Only agencies that attend an informational webinar and submit an online Intern Request Form will be considered for the program.

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 \(Attachment A\)](#), please submit an online [Intern Request Form](#) at <https://irf.mtc.ca.gov/login>.

The deadline to submit an online Intern Request Form is 11:59 PM, February 24, 2019.

Early submissions are appreciated. If your agency is selected, we will contact you with more information. We look forward to the possibility of working with you on our High School Summer Internship Program. If you have any questions or need further assistance, please contact us by email at InternCoordinator@bayareametro.gov or call 415-778-5207.

Sincerely,



Robin H. James
Human Resources Manager

Attached Files:

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