

## 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 25 (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 Orientation scheduled on Thursday, May 18 at 10:00 a.m. and Wednesday, May 24 at 2:00 p.m.
- Mentors must interview ALL candidates in person or by phone.
- Interns attend Orientation, held at MTC, which is scheduled on Tuesday, June 13 from 9:00 a.m. – 2:00 p.m.; Interns can start at their assigned agency any time after attending Orientation.

### During the internship:

- Mentors may only schedule Interns to work part-time 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 scheduled 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 Project - Interns create a three to five-minute Power Point presentation summarizing their experience gained from the internship and their understanding of how the agency they interned with plays an overall part in the community, county, and regional transportation operations.
- Mentors and interns attend the all-day Intern Forum, held at MTC, which is scheduled on Thursday, August 10; Interns will present their project and certificates will be presented to agencies and interns.