



November 9, 2016

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To Our Transportation Partners:

MTC invites your agency to participate as a mentor in the 2017 High School Summer Internship Program.

The purpose of the program is to:

- promote interest in transportation as a potential career,
- help students understand the transportation agencies' roles in the community, county, and regional transportation system,
- provide skill-building opportunities during all phases of the program, and
- provide assistance to our partner transportation agencies.

Our budget allows for 30 interns throughout the nine-county San Francisco Bay Area. Every year, interest in our program increases and some requests may not be filled. We do, however, award an MTC funded intern to Agencies who use their own financial resources to sponsor additional students.

There is no direct cost to your agency unless your agency is hiring an additional intern. Salaries are paid by MTC. 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.

In the best interest of the students, we are looking for agencies that provide professional skill-building experiences along with enrichment activities. In the past, students have assisted agencies by collecting and processing data collected in the field, creating marketing material, assisting with bike/pedestrian outreach programs, developing CAD drawings, and generating GIS data.

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 our website, screen all student applications, and select internships in each of the nine counties based partly on student interest. MTC will forward up to ten qualified candidates to selected agencies.

If your agency is interested in participating in this invaluable educational program, please review the Statement of Commitment (Attachment A) and complete the online Intern Request Form from our website at <http://irf.mtc.ca.gov/login>. If you have questions or need assistance with your online Intern Request Form, contact Yulee Kim at (415) 778-5207 or at InternCoordinator@mtc.ca.gov.

The deadline to review the Statement of Commitment and submit the Intern Request Form is Tuesday, December 13, 2016. Early submissions are greatly appreciated. If your agency is considered for the 2017 summer program, more information will follow. We look forward to working with you on our High School Internship Program.

Sincerely,



Steve Heminger
Executive Director

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Enclosures: Attachment A – Statement of Commitment
Attachment B – Sample Internship Descriptions