

**2016 MTC High School Internship Program**  
**Program Details and Schedule Requirements**

We appreciate the time, patience, and mentorship our transportation partners afford our interns. Before submitting a request for an MTC funded intern, applicants should confirm designated Mentor(s) are able to commit to the following internship schedule requirements:

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 for minors.
- Interns have until **Friday, August 26, 2016** (10-week period) to exhaust their hours.

Before the students can begin their internship at the selected Agency's site:

- (New) Mentor(s) participate in one of two, 1-hour Mentor Orientations scheduled on the following dates: **Please hold - Thursday, May 26 at 2:00 p.m. or Wednesday, June 1 at 10:00 a.m.**
- Mentors or Intern Supervisors must interview ALL candidates in person or by phone and must participate in the selection process.
- Interns attend Orientation at MTC, which is scheduled on **Thursday, June 16, 2016 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 5 days.** We purposely do this to allow students time to get familiar with their new schedule and working environment. Also, we encourage mentors to set the intern's schedule such that the intern will be able to report to the agency for a longer period. By reducing the hours worked each day, an intern will have a greater number of days at the agency before exhausting the 250 hours and can therefore be exposed to a greater number of experiences and skill building opportunities. If, however, an intern is only available for 5 of the 10 weeks, then by all means schedule the student full-time from the 6<sup>th</sup> day and on.
- Interns are **not to work overtime** and are **not allowed to drive a vehicle** during work hours or for any work-related reason.
- Tentative dates of **Monday, July 18 and Tuesday, July 19** are being held for an intern educational excursion. A date along with details of the excursion will be confirmed after the program has launched.
- Final Project: Interns create a 3 – 4 minute presentation summarizing the skills and knowledge gained from the internship and their understanding of how the agency they interned with plays an overall part in their community.
- Mentors and interns attend the all-day Intern Forum, held at MTC, which is scheduled on **Tuesday, August 9, 2016**; interns will present their project so attendance will be required.