



Conference Of Minority Transportation Officials (COMTO) Careers In Transportation for Youth (CITY) Internship Program

INTERNSHIP OVERVIEW

Compensation:

\$500 /week plus \$40 weekly transportation stipend

Locations:

Atlanta, GA
Denver, CO
Houston, TX
Philadelphia, PA
Washington, DC

Field:

Public Transportation

Duration:

10 weeks

Pre-Requisites:

Underrepresented college juniors and seniors; minimum 2.5 GPA

Application Deadline:

April 27, 2012

Internship Period:

June 4 - August 10, 2012

COMTO's *Careers In Transportation for Youth (CITY)* Internship Program is seeking the best and brightest young talent for internships in the public transportation industry. This internship program is funded by the Federal Transit Administration's (FTA) initiative to promote public transportation career opportunities among college students. This 10 week internship is designed to orient students to the public transportation industry by providing internships and mentoring at transit agencies, private transit-related consulting firms, transportation service providers, manufacturers and suppliers in the local COMTO Chapter region. The internship program will focus on college junior and senior students that have an interest in public transportation or a transportation related career. COMTO, along with its local partners, is recruiting students from area colleges and universities to participate in its CITY Internship Program.

ELIGIBILITY

1. Applicants must be from an underrepresented group.
2. Applicants must be U. S. citizens currently enrolled at an accredited institution of higher learning at the undergraduate level.
3. Applicants must be full-time students who will be juniors or seniors in the fall of 2012.
4. Students must possess, at the time of application, a minimum Grade Point Average (GPA) of 2.5 or above.
5. Former CITY interns may apply **but will not receive preferential consideration.**
6. Applicants must be available to attend COMTO's National Meeting & Training Conference, July 21-25, 2012 in Denver, Colorado.

APPLICATION PROCEDURE

Application must be typed and submitted electronically.

Applicants must submit **all** of the following documents:

1. Completed application form.
2. Copy of most recent college transcripts or grade report.
3. Essay (300 words max) describing your interest in the transportation industry.
4. Resume
5. Reference from a professor or advisor. * If a letter is provided in addition to the reference form, the letter *must be* on the reference's letterhead, and include their signature. Additional references are welcomed.

***Incomplete applications will NOT be considered. *All materials listed above must be included in the electronic submission.**

****Housing is NOT provided. Applicants MUST reside in internship area.****

INTERNSHIP COMPONENTS

COMTO's *Careers In Transportation for Youth (CITY)* Internship Program will include: 10 weeks of a meaningful work experience, including site visits and professional development with industry professionals. During the period, interns will develop mentoring relationships with COMTO members and supervisors and as a bonus, attend the COMTO National Meeting and Training Conference in Denver, Colorado, July 21-25, 2012.

Email all completed documents to:

CITYinterns@comto.org AND Betty.Jackson@dot.gov

All qualified applicants will be considered regardless of race, color, religion, national origin, gender, age, disability, or marital status.

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Orientation

The internship program will begin with an orientation session that will introduce all interns to their fellow students participating in the program and give everyone a chance to meet their employer. Interns will have an opportunity to share their internship expectations, review their internship schedule and activities before departing to their work assignment. In addition, all interns will complete their initial assessment evaluation.

Monthly Meetings or Site Visits

During the course of the internship, students will participate in monthly meetings or site visits. The purpose of these meetings is to provide interns with professional development opportunities. Topics may include, but are not limited to:

- Future transportation career opportunities
- Preparation for entering the job market
- Visit to rail operations center
- Visit to paratransit operations center
- Bus or train tour of public transit system
- Visit to a public transit system construction site
- COMTO's annual National Meeting & Training Conference

Mentoring

The internship assignment will include a mentoring relationship with a COMTO member or an employer representative. Interns' professional and educational background will be aligned with their mentor's experiences. The mentor will be someone who the intern can comfortably talk to about their internship assignment, ask questions, and discuss concerns and other issues. The mentor should provide valuable advice, support, and training to ensure the intern's academic and professional growth.

COMTO's National Meeting and Training Conference

The CITY interns will attend and provide support for COMTO's 41st National Meeting and Training Conference from July 21-25, 2012 in Denver, Colorado. The students will use this opportunity as a networking venue to meet the other selected interns from around the country and many of the leaders and pioneers in the transportation industry. The students will be exposed to individuals that represent the entire spectrum of careers found in the transportation sector. Attendance at the national conference will provide the interns the unique opportunity to attend a professional conference, as well as expose them to the backend –behind the scenes, of how a conference is administered.

Closing Recognition Program

At the completion of the internship assignment, interns will participate in a closing recognition program that will provide them with a sense of accomplishment for their contributions to their employer. The recognition program allows the interns to communicate any thoughts regarding their internship experience and provide feedback to their employer. This program also allows employers to share thoughts about their internship experience and recognize the interns for their accomplishments. In addition, the final evaluation will be conducted on or before the closing event.

Group Project

The COMTO Chapter will work with local partners to develop a group project for the interns to complete during the 10 week internship. Ideas for projects include, but are not limited to:

- Making a video of your internship experience
- Developing and presenting a presentation to local high school students to encourage them to pursue transportation careers and further their education
- Developing formal recommendations for future internship programs

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INTERNSHIP APPLICATION

(Must be typed)

1. Applicant Name:

Last First Middle

2. Birth Date: _____

3. Gender: Male Female

4. Name of Current College/University: _____

5. Campus Location: _____

6. Academic Major: _____

7. Number of Completed Credit Hours: _____

8. Number of Hours taking this Semester: _____

9. Days and Hours Available to Work:

M _____ hours T _____ hours W _____ hours Th _____ hours F _____ hours

10. Desired Location: Atlanta, GA Denver, CO Houston, TX Philadelphia, PA Washington, DC

11. Academic Status as of Fall 2012 Semester/Quarter: Junior Senior

12. Expected Graduation Date: _____

13. Current G.P.A.: _____

14. List of Institutions of Higher Education attended – list most current first:

Name and Location of Institution	Dates of Attendance	Degree Earned	Date Awarded	Major

15. Permanent Residence Address:

Street City State Zip Code

16. Permanent Residence Telephone Number: _____

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17. Cell Phone Number: _____

18. College/University Residence Address:

Street	City	State	Zip Code
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19. College/University Residence Phone Number: _____

20. E-Mail Address: _____

21. Are you a U.S. Citizen? Yes No

22. Race/Ethnicity: _____

23. How did you hear about the CITY Internship Program?

24. Are you a student member of COMTO? Yes No

If not, are you interested in joining? Yes No

PROCEED TO ESSAY SECTION

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25. **ESSAY** on your Transportation Interest(s).

New Applicants:

Describe in 300 words (or less) how your participation in the CITY Internship Program will enhance your educational plan. Please include your mid- and long-range professional goals, your specific transportation related goals or interests, how you plan to further your education and assist in making future contributions in your field of study and your expectations of this internship experience.

Returning Interns:

Describe in 300 words how your previous participation in the CITY Internship Program has contributed to your personal development and enhanced your educational plan. Please include your mid- and long-range professional goals, your specific transportation related goals or interests, how you plan to further your education and assist in making future contributions in your field of study and your expectations of this internship experience.

26. Resume - Provide a 1-page resume that includes information on the areas listed below.

- Work experience
- Related experience/training in transportation
- Honors/awards received
- Volunteer activities
- Other

Signature: _____

Date: _____

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Please include your resume, academic transcript or grade record/report and reference from a professor or advisor along with your completed application. **Remember, you must scan the documents and submit electronically. On the "Subject Line" of your e-mail, applicants MUST TYPE THEIR NAME (first initial of first name and full last name) along with the words – COMTO APPLICATION. (For example: B. Smith – COMTO APPLICATION.)**

ACADEMIC RECOMMENDATION

Please ask your major professor, advisor, or department chair to complete the following recommendation section.

1. Name of applicant (student):

2. I have known this person as: *(check as many as apply)*

Undergraduate

Research Assistant

(His/Her) Dept. Chair

Other _____
(Specify)

3. I am acquainted with his / her work during the period

From: _____
month/year

To: _____
month/year

4. His / Her major is:

5. I have had a / an (check one below):

Excellent

Good

Fair

opportunity to observe the quality of his/her work.

6. The applicant's present mastery of the subject matter and ability to use his or her knowledge in the major as compared with other individuals of comparable training, age, and experience is: *(check one below)*

Outstanding

Exceptional

Above Average

Average

7. Please add any other comments which you consider to be pertinent to the evaluation of the applicant, such as applicant's interest in transportation-related issues and how he/she would qualify for the internship program. *(Provide your comments on College/University letterhead.)*

CONFIDENTIALITY: This information may be made available to applicant upon request.
(If confidentiality is desired, please scan and email directly to COMTO, email: CITYinterns@comto.org)

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ACADEMIC RECOMMENDATION CONTINUED:

Signature of professor or advisor: _____

Date: _____

Title: _____

Telephone Number: _____

Institution/Department: _____

E-mail: _____

Date: _____

NOTE: This form may be reproduced.

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