



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

INTERNSHIP OVERVIEW

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| Compensation: \$455 per week – 35 hrs per week |
| Location: Locally |
| Field: Public Transportation |
| Duration: 10 weeks |
| Pre-Reqs: Underrepresented, college juniors and seniors; minimum 2.5 GPA |
| Application Deadline: March 3, 2009 |
| Internship Begins: June 1, 2009 |

COMTO's *Careers In Transportation for Youth (CITY)* Internship Program is seeking the best and brightest young, underrepresented 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 underrepresented college students. This initiative will 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 underrepresented junior and senior students that have an interest in public transportation or a transportation related career. COMTO, along with its local partners, is recruiting twelve (12) students from the 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 in a degree granting program of study at an accredited institution of higher learning at the undergraduate (college or university) level.
3. Applicants must be full-time students who will be juniors or seniors in the fall of 2009.
4. Students must possess, at the time of application, a minimum Grade Point Average (GPA) of 2.5 or the equivalent.

APPLICATION PROCEDURE

Applicants must submit all of the following to be considered:

1. Resume.
2. Essay (1 page) on your transportation interest(s), goals and how this experience could be beneficial to you.

Mail or Email all completed documents to:
CITY Program Manager
TCG Consulting, Inc., 229 Triumph Dr., Atlanta, GA 30327
shawn@tcgconsulting.biz

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



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3. 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 affiliation's letterhead, as well as bear their signature. Additional professional references are welcomed and recommended.
4. Copy of the most recent college transcript or grade record/report.
5. Completed application form.

Incomplete applications will NOT be considered for the program. Please have all materials listed above completed at the time of submission.

INTERNSHIP COMPONENTS

COMTO's *Careers In Transportation for Youth (CITY) Internship Program* will include: 10 weeks of work experience, evaluations at the beginning, middle and end of the internship, attendance at COMTO's National Meeting and Training conference, a mentoring relationship with a COMTO member or employer representative, a meaningful work and professional development experience and monthly meetings or site visits.

Orientation

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

Monthly Meetings or Site Visits

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

- Future transportation career opportunities
- Graduate school options
- Entrepreneurship
- 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

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Mentoring

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

COMTO's National Meeting and Training Conference

The CITY interns will attend and provide support for COMTO's 38th National Meeting and Training Conference from July 10- 15, 2009 in Dallas, TX. The student 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 you will participate in a closing recognition program that will provide you a sense of accomplishment for your contributions to your employer. The recognition program will allow you to communicate any thoughts regarding your internship experience and provide feedback to your employer. This program also allows employers to share thoughts about their internship experience and recognize you for your 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
- Developing an alumni group of former COMTO internship participants

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INTERNSHIP APPLICATION

(Please print or type)

1. Applicant Name: _____
 Last First Middle

2. Social Security Number: _____

3. Name of Current College/University: _____

4. Campus Location: _____

5. Academic Major: _____

6. Number of Completed Credit Hours: _____

7. Number of Hours taking this Semester: _____

8. Days and hours available to work: M_____ T_____ W_____ Th_____ F_____
 hours hours hours hours hours

9. Academic Status as of Fall 2009-2010 Semester/Quarter: Junior Senior

10. Expected Graduation Date: _____

11. Current G.P.A.: _____

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

| Name and Location of Institution | Dates of Attendance | Degree Earned | Date Awarded | Major |
|----------------------------------|---------------------|---------------|--------------|-------|
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13. Permanent Residence Address:

_____ Street _____ City _____ State _____ Zip Code

14. Permanent Residence Telephone Number: _____

15. Cell Phone Number: _____

16. College/University Residence Address:

_____ Street _____ City _____ State _____ Zip Code

17. College/University Residence Phone Number: _____

18. E-Mail Address: _____

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

20. Race/Ethnicity: _____

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

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

If not, are you interested in joining? Yes No

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23. Essay on your Transportation Interest(s). Describe in detail on **1-page** how your participation in the CITY Internship Program will enhance your educational plan. Your essay should describe 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. *(NOTE: Interns may be assigned to a mentor(s) and project assignment based upon the information provided in this essay and their major. Please print or type.)*

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

1. Work experience
2. Related experience/training in transportation
3. Honors/awards received
4. Volunteer activities
5. Other

Signature: _____ Date: _____

Please include your essay, resume, academic transcript or grade record/report and reference from a professor or advisor along with your completed application. Remember, you can mail or scan the documents and submit electronically via email.

Please return completed documents by to:

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Academic Recommendation

Please ask your major professor, advisor, or department chair to complete the following recommendation section.
This section, if not prepared by the department chair, must be accompanied by the endorsement of the
department chair or an equivalent university/college faculty member.

1. Name of applicant (student): _____

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

- checkbox undergraduate, checkbox research assistant, checkbox (his/her) Dept. Chair, checkbox 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):

- checkbox excellent, checkbox good, checkbox 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)

- checkbox outstanding, checkbox exceptional, checkbox above average, checkbox 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 and attach.)

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CONFIDENTIALITY: This information may be made available to applicant upon request.
(If confidentiality is desired, return to student in sealed envelope.)

Signature of professor or advisor: _____ Date: _____

Title: _____ Telephone Number: _____

Institution/Department: _____ E-mail: _____

Date: _____

NOTE: This form may be reproduced.

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