

# TENNESSEE DEPARTMENT OF TRANSPORTATION

## TRANSIT STUDENT INTERNSHIP PROGRAM

### DESCRIPTION

#### I. The Internship Program

##### A. The Program

1. The Statewide Transit Student Internship Program is funded by the Tennessee Department of Transportation.
2. This contract for the Internship Program is scheduled to begin July 2, 2008. Interns may be placed in agencies for either fall or spring semesters, with some interns receiving two consecutive semesters if proof of need is presented by the sponsoring agency.
3. The funding will be provided through June 30, 2009

##### B. Program Structure

1. Jeanie M. Shaw – Intern Program Coordinator
2. Agency Site Supervisor – The direct supervisor of the intern.
3. Agency Manager – Transportation Program Manager
4. Intern – There are approximately 8 – 11 intern positions throughout the state, with the possibility of 3 – 12 hours of college credit for each intern.

##### C. Program Information Dispersal

1. Information will be sent to universities and colleges in Tennessee.
2. Information will be sent to transportation related agencies.
3. Information will be sent to transportation directors.

#### II. The Intern Requirements

##### A. Qualifications

1. The intern must be a student, graduate student, or recent graduate.
2. The intern must currently hold, or must have recently graduated with at least a 2.5 GPA.
3. The intern must produce two letters of recommendation.
4. The intern must have an interest in transportation, state government, or related issues.

- B. Responsibilities
  1. The intern will be responsible for the scope of work assigned by the Coordinator of the Intern Program, as sent to him/her from the transportation agency. Each transportation agency will follow a prescribed format, developed by the Intern Program, to describe the scope of work that the intern will be responsible for.
  2. The intern must have professional mannerisms and dress.
  3. The intern must be a highly motivated, mature individual, with the ability and desire to work with a team or alone.
  
- C. Meetings
  1. Interns will be invited to attend the TPTA Annual Conference, for the purpose of developing a greater understanding of the Department of Transportation and State Government.
  2. Meetings between the intern and his or her Agency Supervisor should be held as needed for supervision, evaluation, and instructions.

### III. Evaluation

- A. Intern Requirements
  1. The intern will evaluate and be evaluated by his or her site supervisor with *Participant Progress Evaluation* forms.
  2. Evaluations will be done both qualitatively and quantitatively on a quarterly basis to provide an insight into the intern's individual progression.
  3. A *final written evaluation* of the Intern Program and the intern's experience must be submitted to the Intern Program Coordinator before the end of the semester. This evaluation will reflect the interns prospective on his/her intern experience. If this evaluation has not reached the Coordinator two weeks prior to completion, **the last paycheck will be held.**
  
- B. Agency Requirements
  1. A final *Participant Progress Evaluation* form for each intern must be submitted to the Intern Program Coordinator before the end of the semester.
  2. The total success of the Intern Program will be evaluated in *written form* by the Agency Manager before the end of the semester. These must be submitted to the Intern Program Coordinator two weeks before completion, or the interns last paycheck will be held.
  
- C. Coordinator Requirements
  1. *Participant Progress Evaluation* forms will be reviewed and signed by the Intern Program Coordinator.
  2. Final reports of the Intern Program will be sent to the State at the end of each calendar year, along with any other reports as needed by the State.