



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
EMAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

November 21, 2011

Adrienne J. Tissier, Chair
San Mateo County

Amy Rein Worth, Vice Chair
Cities of Contra Costa County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

Dave Cortese
Santa Clara County

Bill Dodd
Napa County and Cities

Dorene M. Giacopini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Mark Green
Association of Bay Area Governments

Scott Haggerty
Alameda County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sam Liccardo
Cities of Santa Clara County

Jake Mackenzie
Sonoma County and Cities

Kevin Mullin
Cities of San Mateo County

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Spering
Solano County and Cities

Scott Wiener
San Francisco Mayor's Appointee

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

To Our Transportation Partners:

MTC invites your agency to participate as a mentor in the 2012 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.

There is no direct cost to your agency unless your agency elects to hire an additional intern. 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.

Our budget allows for the sponsorship of 35 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, guarantee one MTC-funded intern to agencies who use their own financial resources to sponsor additional students.

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, working 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 based partly on student interest in each of the nine counties. MTC will forward up to ten qualified candidates to selected agencies.

If your agency is interested in participating in this invaluable educational program, please download the Statement of Commitment (Attachment A) and the Intern Request Form (Attachment B) from our website at http://www.mtc.ca.gov/jobs/high_school/ and email the completed forms, in MS Word format, to InternCoordinator@mtc.ca.gov. If you have questions or need the forms emailed to you, contact Internship Program Coordinator Ann Macaulay at (510) 817-5741.

The deadline to submit the Statement of Commitment and Intern Request Form is Friday, December 9, 2011. Early submissions are greatly appreciated. If your agency is selected for the 2012 summer program, more details will follow. We look forward to working with you on our High School Internship Program.

Sincerely,

A handwritten signature in blue ink that reads "Steve". The signature is stylized and written over a horizontal line.

Steve Heminger
Executive Director

sh:am

Enclosures: Attachment A – Statement of Commitment (sample)
Attachment B – Intern Request Form (sample)
Attachment C – Sample Internship Descriptions