



2024 CITY Internship Host Program Overview

PROGRAM BACKGROUND

In 1994, COMTO partnered with the Federal Transit Administration to design the Careers In Transportation for Youth (CITY) Internship Program to provide minority college students with an opportunity to explore careers in the public transportation sector. Since its inaugural year, the CITY Internship Program has evolved into a 10-week paid summer internship program that presents interns with a unique opportunity to gain professional and practical experience in transportation and aims to prepare the best and brightest youth to become the future leaders, decision-makers, and change agents in the industry. The program is supported by host organizations and agencies across modes. Host organizations do not have to be members of COMTO.

INTERNSHIP COMPONENTS

- 40-hour work week
- Minimum \$18.00 per hour
- Commuter stipend based on internship placement and individual need
- Opportunity to attend and present during COMTO's National Meeting & Training Conference
- Targeted soft skills and workforce readiness training
- Access to scholarship opportunities
- Premier mentorship and networking

INTERN ELIGIBILITY

CITY Interns must be eligible to work in the United States or Canada. They must also be an undergraduate (junior or senior) or graduate student interested in a STEAM discipline, who are enrolling full-time in the coming fall academic term, with a GPA of 2.5 or higher, and must be willing to authorize COMTO HQ and/or host agency to conduct a background check.

10-WEEK SCHEDULE AT-A-GLANCE

The CITY Internship program consists of 10 weeks of work experience, targeted

soft skills and workforce readiness training, premier mentorship and networking with students and professionals across North America, and the opportunity to provide feedback via evaluations throughout the program. The 10-week experience also includes some interns attending COMTO's National Meeting and Training Conference and presenting to top industry executives.

A. Orientation

The internship program will begin with a webinar orientation session that will provide an overview for students and introduce them to other participants.

B. Daily Immersive Internship Experience

Over 10 weeks each intern will explore careers in transportation with host organizations and agencies. This experience may involve a "Job Shadow" approach where interns will connect with an individual professional and learn their day-to-day experience or a "Variety Approach," where they visit multiple departments and learn the many facets of the transportation industry across disciplines.

C. Recommended Enrichment Activities

During the internship, many successful hosts offer additional activities to further enrich the intern's experience throughout the program. Activities may include but are not limited to:

- Lunch with Leadership
- 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

D. Weekly Calls with COMTO HQ

For one hour each week during the program, COMTO HQ will conduct targeted soft skills and workforce readiness training through webinars. The interns will be connected to COMTO HQ, COMTO Chapters, and industry leaders through interactive sessions covering topics on a variety of subjects from job searching techniques, to office etiquette, and other modern workforce challenges and strategies. The COMTO HQ program manager will connect with the host contact regularly to receive feedback and status on interns.

E. Closing Recognition Program and Day-In-The-Life Video Showcase

At the completion of the internship assignment, students will participate in a closing recognition program that will provide them with a sense of accomplishment for their contributions to your organization. The recognition program will allow students to showcase their Day-in-the-Life video projects encapsulating their internship experience. COMTO will provide the Intern with a certificate of completion signed by the President/CEO within 2 weeks of the internship end date. This is a separate program from the National Meeting and Training Conference Recognition.

F. National Meeting and Training Conference

Top selected and host-sponsored interns will attend NMTC and have the opportunity to network with top industry executives.

HOST COMMITMENT

Full Salary Support: Host agrees to sponsor CITY Interns at the sponsorship level of **\$12,170.72 per intern**, paid directly to COMTO. Unless otherwise specified, Internship will be conducted at the Host's office(s).

OR

Partial Support: Host agrees to sponsor CITY Interns at the sponsorship level of **\$3,386.72 per intern**, paid directly to COMTO. Unless otherwise specified, Internship will be conducted at the Host's office(s). ***Partial Support does not include intern salary. Only NMTC Costs and Indirect Costs.***

Choosing partial support means that the host agrees to distribute and collect all necessary payroll documents to and from sponsored CITY Intern(s) and administer and pay bi-weekly Intern salary directly from Host's payroll at no less than \$18.00 per hour for 40 hours per week for Summer 2024.

NOTE: For Host Organizations that are interested in supporting more than one intern at Partial Support, there is a flat rate of \$1,000 for each additional intern that will participate in COMTO HQ programming and receive support but will not attend NMTC.

NMTC Support is required for one intern per host organization.

Host Commitment Breakdown

Internship Requirements	Full Support Host	Partial Support Host
\$18.00/per hour for up to 40 hours per week (no overtime is authorized)	Host agency will pay COMTO directly and COMTO will then pay intern	Salary paid to intern directly by host agency
Individualized Commuter Stipend for Workplace Travel (based on host support)	Host agency will pay COMTO directly and COMTO will then pay intern	Stipend paid to intern directly by host agency
Cost for attendance at COMTO National Meeting and Training Conference	Paid directly to COMTO by host agency	Paid directly to COMTO by host agency
Opportunity to attend and present during COMTO's National Meeting & Training Conference	Included	Included
Targeted soft skills and workforce readiness training	Include	Included
Access to scholarship opportunities	Included	Included
Premier mentorship and networking	Included	Included

Full Support Cost Breakdown	
Program Length	10 Weeks
Hours Per Week	40
Pay Rate	\$18.00
Salary Total	\$7,200
Total NMTC Travel Cost	\$2,776
*22% Indirect Support	\$2,194.72
TOTAL FULL SUPPORT COST PER INTERN	\$12,170.72

Partial Support Cost Breakdown	
Flight (Approximate based on an average roundtrip to Houston, TX priced through Expedia)	\$700.00
Local Transportation Allotment	\$120
Lodging Rate (\$239 per night for 4 nights + taxes/fees)	\$1,130
Per Diem (\$69 per day as outlined by GSA)	\$276
Conference Registration Fee	\$550
*22% Indirect Support	\$610.72
TOTAL PARTIAL SUPPORT COST PER INTERN	\$3,386.72

ADDITIONAL REQUIREMENTS

1. NMTC Support for one intern
2. Intern made available for one-hour weekly COMTO HQ Calls
3. Commuter stipend based on internship placement and individual need
4. Access dedicated contact within the organization with oversight of the internship program
5. Provide a safe and enriching environment for interns to thrive

HOST ROLES AND RESPONSIBILITIES

Overview

The CITY Intern Program aims to put Interns on the fast track to careers in transportation. Internship Hosts are expected to provide a meaningful work experience, expose Interns to the countless career opportunities in the industry, and supply opportunities for leadership and skill development. Interns should have the opportunity to participate in one or more of the following activities during their internship at/with the host:

- Meet with key leadership
- Attend and/or participate in high-level meetings
- Participate in technical visits; manage a solo project; lead or co-lead a meeting; work to resolve, or contribute to solving a problem statement

COMTO Headquarters will require the host to provide the intern's supervisor's contact and their program agenda for all interns.

COMTO ROLES AND RESPONSIBILITIES

Recruitment, selection, official host agreement, and payment details will be provided upon Host acceptance.

PROGRAM CONTACT

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