

# COMTO CITY Internship: Host FAQ Workshop



# Agenda

- COMTO CITY Internship Program Background
- Internship Program Overview and Schedule
- Host Roles and Responsibilities
- Host Agency Experience
  - Jackie Primeau, Connecticut Department of Transportation
  - Charren Shepherd, HNTB
- Q & A



# ***COMTO CITY Internship Program Background***



# 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.





# Internship Overview

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



# Internship Timeline and Schedule

*Internship Begins – June 3*

*Internship Ends - August 9*

*National Meeting and Training Conference  
July 9-12 – Houston, TX*

*One- Hour Weekly Professional Development  
Seminars*



# CITY INTERNSHIP

## WEEKLY PROFESSIONAL DEVELOPMENT WORKSHOPS TIMELINE



- June 1 - Internship Program Start and Orientation
- June 7 - Webinar: Flying Start
- June 14 - Webinar: Link up: Finding Your Allies
- June 21 - Webinar: Ace Your Resume and Cover Letter
- June 28 - Webinar: Social Media Etiquette
- July 15 - Webinar: Pre-Conference Expectations
- July 19 - Webinar: Entrepreneurship
- July 26 - Mental Health and Your Career
- August 2 - Webinar: Money Matters: Fuel Your Dreams
- August 9 - Webinar: Victory Lap/College Tips



# ***Host Roles and Responsibilities***

- Provide a meaningful work experience
- Meetings or lunch with key leadership
- Attendance and/or participation in high-level meetings
- Participation in technical visits
- Visits to rail operations centers, bus/train tour of public transit system





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



# ***Application Process***



# Host Agency Application Process

- Submit Host Applications – March 1<sup>st</sup>
- Intern Interviews – February/March
- Host Agreements signed by May 1<sup>st</sup>
- Internship Begins – June



# ***Host Agency Experience***

Jackie Primeau, Connecticut Department of Transportation

Charren Shepherd, HNTB





# Q & A



# ***THANK YOU!***

***Have questions?***

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