EXPLORE CAREERS IN TRANSPORTATION

COMTO’s Careers in Transportation for Youth (CITY) Internship Program provides minority college juniors and seniors with a unique opportunity to gain professional and practical experience in the transportation industry. Through the CITY Program, COMTO seeks to prepare the best and brightest to become leaders, decision makers, and change agents in the transportation industry. Interns will work, learn, and gain professional development and team-leading experience at transportation agencies or businesses, while exploring careers within the industry.

PROGRAM OBJECTIVES:

- Expose the students to opportunities in the public and private sector
- Give them the tools to be successful in their careers and the workforce
- Explaining what this industry does and how it improves and influences a community
- Show how the industry has changed over the years and develop new and innovative ways to make a difference.

INTERNSHIP COMPONENTS

- COMTO Membership
- Leadership Webinars
- Mentoring by Industry Leaders
- Shadowing Opportunities
- Networking with Industry Professionals
- Professional Development Trainings
- 4-Day COMTO National Meeting and Training Conference
- Local Chapter Meetings and Activities
- Evaluations
- Closing Recognition
- Alumni Program

INTERN QUALIFICATIONS

- U.S. Citizen or authorized to work in the U.S.
- Belong to an under-represented or minority group
- Rising college junior or senior currently enrolled full-time and planning to enroll full-time next fall at an accredited institution of higher education
- Minimum GPA of 3.0
- Able to successfully pass a background check
- Reside or attend school in/near the internship location – Available to attend Annual COMTO National Meeting & Training Conference in July
Programming

In addition to regular internship work, CITY Interns will be involved in COMTO-related professional development activities during and after regular office hours.

This programming is designed to enhance Interns’ experience and provide exposure to COMTO and the transportation industry. Interns should spend 10-20% of their weekly work schedule on programming activities coordinated by COMTO.

COMTO National Activities

- Bi-weekly check-in calls
- Leadership webinars
- Partner projects
- 4-day workshop at COMTO’s National Meeting and Training Conference

COMTO Chapter Activities

Local Chapter activities should include the following:
- Pairing with a Chapter Mentor
- Weekly or bi-weekly meetings with Mentor
- Professional development sessions, such as: resume writing, interviewing, academic and career advising, professional presence training, and workplace communication skill-building
- One-on-one sessions to discuss career & educational goals
- Technical tours and site visits to local facilities, plants, and offices
- Participation in Chapter meetings and events
- Networking and mentoring opportunities with Chapter members

WWW.COMTONATIONAL.ORG
National Meeting and Training Conference Coordination

COMTO National will arrange and administer the following for all CITY Interns:

- Conferencee registration
- Air travel to and from the Conference city
- For Interns living within driving distance of the Conference venue, COMTO will reimburse gas mileage or ground transportation to/from the Conference venue
- Lodging at the Conference venue
- All meals included on the published Conference schedule from Friday – Tuesday. For meals not listed, COMTO will provide Interns with a cash per diem for meals on their own. COMTO may opt to reimburse Interns for ground transportation between the local airport and the Conference venue in extreme or unforeseen circumstances

WWW.COMTONATIONAL.ORG
National Conference

COMTO National will make all travel and accommodation arrangements for Interns' participation at COMTO’s National Meeting and Training Conference, Friday – Tuesday. Interns will travel to the Conference location on Friday evening, and depart on Tuesday afternoon. These are considered regular paid 8-hour work days. Your Internship Host is required to provide you with 16 hours of “Comp Time” to offset these working weekend hours.

IMPORTANT: Please note the following

• Conference details, including tentative schedule, can be found at www.comto.org/conference – Interns will share rooms (2-3 CITY Interns of the same gender per room)
• Expected attire is “Business” or “Business Professional”
• Interns must wear CITY Intern polo shirts (provided by COMTO) during certain events
• Even if an Intern is over the age of 21, there is absolutely no consumption of alcohol allowed
• Missed flights or ground transportation must be rebooked at Intern’s own expense
SUMMER PROJECT

Interns will work collaboratively to develop and create one or more signature projects during the internship period. Details will be communicated with Interns during Orientation. All students will receive separate instructions and details on the group project via the internship committee. All students should follow the Group Me App sign up instructions in order to receive communications about the project and to connect with the intern class on the assignment.

STAKEHOLDER RECOGNITION

To express appreciation and formally recognize our CITY Internship partners, COMTO may make announcements in acknowledgement of Internship Host and Chapter generosity, including on the COMTO Website, in COMTO publications, and during COMTO’s National Meeting and Training Conference.

CONFERENCE CLOSING SESSION

COMTO provides Interns with a closing recognition at the end of their stay at the National Meeting and Training Conference. COMTO allows the students to present their group project in a stand alone session in the conference program. This session is where key stakeholders, COMTO Leadership, key partners and potential partners get to see the students speak on their experience and how their internship has impacted them. COMTO will provide the Intern with a certificate of completion signed by the President/CEO.
General Guidance

As a CITY Intern, you will represent the COMTO organization throughout your internship. Learn about COMTO by visiting the COMTO website and researching online, and be prepared to describe COMTO to colleagues and leadership at your internship. Get to know the members of your local COMTO chapter, and schedule regular check-ins with your Chapter mentor. Familiarize yourself with COMTO’s mission, vision, and national and local leadership.

Internship Host Company

Learn about your internship company by visiting the company website and researching online, and speaking with your colleagues and supervisor. Know your company’s leadership team and introduce yourself. Familiarize yourself with your internship work plan, and have regular check-ins with your supervisor to make sure you are on track.

Employer Guidelines and/or Employee Handbook

CITY Interns are required to abide by the guidelines and rules of conduct of the Internship Host; failure to follow employer guidelines or rules may result in disciplinary action, including termination. If you are not presented with an employee handbook or employer guidelines, ask your supervisor to discuss the rules and policies with you.

Evaluations

Host Supervisors, local COMTO Chapters, and Interns will submit 3 evaluations during the internship period to help COMTO further refine this program: during week 1; at the midpoint; and during week 10. Evaluations will be completed online, COMTO National will provide the website link. Evaluations are a requirement for internship completion.
CITY INTERN CODE OF CONDUCT

Compliance with law
CITY Interns must protect COMTO's legality. They should be ethical and responsible when dealing with COMTO's products, partnerships, and public image.

Respect in the workplace
CITY Interns should respect their colleagues. COMTO does not allow any kind of discriminatory behavior, harassment, or victimization.

Protection of property
CITY Interns should treat COMTO's and the Internship Host's property, whether material or intangible, with respect and care.

Professionalism
CITY Interns must show integrity and professionalism in the workplace, including: following the internship company dress code; fulfilling job duties respectfully and in a timely manner; being punctual and following daily and weekly schedules; avoiding conflicts of interest; being friendly and collaborative; remaining open for communication with colleagues and supervisors; and following all company and personnel policies.

Disciplinary Actions
COMTO takes violations of this code of conduct very seriously. CITY Interns represent the COMTO organization at all times, and are expected to comport themselves with thoughtfulness, dignity, and professionalism. Failure to comply with this code of conduct, and any company guidelines established by the Internship Host, will result in immediate termination from the internship position and from the CITY Internship Program.

WWW.COMTONATIONAL.ORG
FORM: INTERNSHIP AGREEMENT

This agreement represents the understanding between Conference of Minority Transportation Officials (COMTO) and ______________________________ (Intern), placed as a Careers In Transportation for Youth (CITY) Intern during the ________ (year) at __________________________________________ (Internship Host).

Intern agrees to:
- Learn and follow all policies in the CITY Intern Code of Conduct and general guidance
- Learn and follow all intern and/or employee guidelines and policies of the Internship Host
- Respond in a timely manner to all emails and phone calls from national and local COMTO representatives
- Maintain regular communication with COMTO mentor and/or local Chapter President
- Seek assistance in understanding rules, regulations, and policies when needed
- Participate in all CITY Intern conference calls, webinars, and check-in calls
- Attend and fully and enthusiastically participate in COMTO’s National Meeting and Training Conference
- Complete and submit all required forms on time

Intern understands that salary/stipend will be (check one):

_____ Paid by COMTO   _____ Paid by Internship Host

Intern understands that COMTO may dismiss Intern from the CITY Internship Program, or the Internship Host may terminate Intern’s internship, if Intern fails to follow any of the above-listed policies and guidelines.

______________________________________________________________
Intern Name (Please Print)   Intern Signature / Date

______________________________________________________________
Supervisor Name (Please Print)   Supervisor Signature / Date
Interns are required to submit bi-weekly timesheets to COMTO National that total no more than 40 hours per week during the 10-week internship period. No overtime is ever authorized.

**Interns paid by COMTO** will receive a bi-weekly stipend of $15.00 per hour, plus a $20.00 bi-weekly transportation stipend. Interns in this category must submit bi-weekly timesheets to COMTO National that are signed by their supervisors. Interns will be paid via direct deposit only. No taxes will be deducted. Interns will be responsible for their individual taxes. An IRS Form 1099 (Total Monies Paid) will be sent to all interns in this category by January 31 of the year following their internship.

**Interns paid by the Internship Host** will receive a bi-weekly paycheck of $15.00 per hour (or more, as determined by the Internship Host). The Internship Host will coordinate all timesheet and salary collection and payment activities.

In addition to the timesheet submitted to your Internship Host, Interns in this category must also submit bi-weekly timesheets to COMTO National; however, these timesheets do not require a supervisor’s signature.
Time sheets must be scanned and emailed to both mariah@comto.org and mdent@comto.org as a PDF file only.

- A photo taken with a phone, or other device, and emailed/texted to COMTO will not be accepted.
- The email subject must read: CITY Time Sheet for YOURNAME (ex: CITY Time Sheet for Jane Smith)
- Time sheets are due by 12:00 noon EST on the scheduled due date. Failure to submit time sheets on time will result in stipend being delayed to the next pay period. There are no exceptions.

### FORM: INTERNSHIP BI-WEEKLY TIME SHEET

ALL INTERNS MUST SUBMIT BI-WEEKLY TIMESHEETS TO COMTO. INTERNS PAID BY THE INTERNSHIP HOST DO NOT REQUIRE A SUPERVISOR SIGNATURE.

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<th>Intern Name (Please Print)</th>
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<th>Supervisor Name (Please Print)</th>
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**PAY PERIOD:** State Date: ___________________  End Date: ___________________

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**TOTAL HOURS WORKED**
FORM: ACH TRANSFER / DIRECT DEPOSIT

INTERNS PAID BY COMTO MUST COMPLETE AND SUBMIT THIS FORM, AND IRS FORM W9, TO COMTO IN ORDER TO BE PAID. These forms must be scanned and emailed to both mstanley@comto.org and mdent@comto.org as a PDF file only. A photo taken with a phone, or other device, and emailed/texted to COMTO will not be accepted.

Intern certifies that:
– The financial information below is correct
– COMTO will pay the intern via ACH / Direct Deposit only
– An IRS Form 1099 will be issued to intern by January 31 of the next year for “Total Monies Paid”
– Intern is responsible for all taxes and fees that may be incurred by accepting payments from COMTO via ACH / Direct Deposit
– Intern will submit a complete W-9 to COMTO National
– Intern’s Social Security Number is required for COMTO to send IRS Form 1099

Please print clearly.

Full Name:
____________________________________________________________________

Social Security Number:
____________________________________________________________________

Financial Institution / Bank Name:
____________________________________________________________________

Account Type (Banking or Checking):
____________________________________________________________________

Account Number:
____________________________________________________________________

Routing / Transit Number:
____________________________________________________________________

Intern Signature                          Date
COMTO National

Mariah Stanley
National Program Director
mariah@comto.org
703-253-6196 Office
202-945-7714 Mobile

COMTO National Headquarters
1330 Braddock Place, Suite 203
Alexandria, VA 22314
www.comtonational.org

Contact Information

Internship Program Committee

Colean Bembry, Chair
Mass Electric Construction Company
cbembry@masselec.com

Charles Cave, Immediate Past Chair
Retired, Metropolitan Transit Authority of Harris County, Texas
buildingonsuccess@gmail.com

Chanel Mack
AECOM
chanel.mack@aecom.com

Teresa A, McRae, M.S.
NCAT Transportation Institute
tamcrae@ncat.edu

Asia Robinson
AECOM
asia.robinson@aecom.com

Melissa Rolle Scott
Miami-Dade County
mscott@miamidade.gov

Cyrill Weems
Plante Moran CRESA
Cyrill.weems@plantemoran.com