



ITS Arizona Internship Program

Description

ITS Arizona is sponsoring an internship program to provide on-the-job experience and mentoring to a student aspiring to be a professional in the transportation and technology disciplines. ITS Arizona will provide up to \$5,000 in matching funds to a public agency or private firm for the purposes of subsidizing the direct hourly rate of an intern. The funds shall not be used for fringe benefits or similar expenses.

The current internship program provides support for one internship position. Once a sponsoring employer has been selected by ITS Arizona, the board will work closely with the partnering agency to select and place the intern

Sponsoring Employer Criteria

1. Prerequisites: Opportunity for the internship program will be offered to all public agencies and private firms. The intern will be selected on a competitive basis.
2. Application: Prospective sponsoring employers must submit a letter of interest requesting the opportunity to use the ITS Arizona internship program to hire an intern or continue employment of an existing intern. The letter of interest must be signed by an individual of the requesting organization that has authority to hire staff and commit to fulfilling the sponsoring employer obligations outlined below.
3. Obligations: A sponsoring employer must be willing to hire a selected intern and assume all risks and benefits normally associated with hiring this level of employee. The intern position would typically be paid at a rate of \$15 to \$20 per hour, but a sponsoring employer may provide greater compensation based on the employer's standard rate of compensation for intern positions. Intern's hourly rate and the number of hours that the intern will be working should be included as part of the application submitted by the sponsoring agency.

The sponsoring employer is expected to provide a mentor to the selected intern and offer meaningful work assignments that are related to transportation and/or technology. Example work assignments may include collection and entry of transportation related data, statistical analysis, report preparation, field work, model operation and development, and transportation related software development and adjustments.



The sponsoring employer must allow interns to attend ITS Arizona board meetings and events “on the clock” as part of satisfying their obligation to ITS Arizona.

The intern interview panel shall include at least one current ITS Arizona Executive Board Member. The intern will be an employee of the sponsoring agency, and subject to all employment rules and policies of the sponsoring employer. The sponsoring employer shall have the full authority to release an intern from employment if the intern is not meeting expectations. Should early termination occur, either by the intern or the sponsoring employer, the sponsoring employer must either return any unused funds to ITS Arizona or replace the intern to fulfill the grant value. Any extension of the internship beyond the initial value is the sole responsibility of the sponsoring employer. ITS Arizona will be released from any liabilities and responsibilities associated with private employment relationship between the sponsoring employer and the intern funded through the ITS Arizona Internship program.

Intern Criteria

1. Prerequisites: To be eligible for the internship program, applicants must be either a full-time student enrolled in a graduate or undergraduate program or have recently graduated within the past 11 months. The applicant must be majoring in a degree program that could lead to a professional transportation and/or technology position upon graduation. Degree programs include, but are not limited to, Engineering, Urban Planning, Urban Geography, Transportation, Logistics, and Information Technology.
2. Application: All interns shall provide a resume that includes education and work experience, an unofficial university transcript, and a cover letter. The cover letter shall not exceed two pages and should identify why the applicant is interested in transportation and technology and how they feel they can contribute to a sponsoring employer as an intern. If the sponsoring organization has an existing intern, the organization shall submit all relevant documentation related to the existing intern as stated above for consideration. An announcement of the application period will be provided on the ITS Arizona web site and through the ITS Arizona university liaisons to ASU, NAU and UA.
3. Obligations: The selected intern is expected to volunteer 60 hours of their time during their internship for ITS Arizona. These hours may include:
 - a. Attend ITS Arizona Board Meetings and conference planning meetings as schedule permits.



- b. Prepare and deliver an industry-relevant presentation on behalf of the sponsoring organization at the ITS Arizona Annual Conference. A presentation abstract will be submitted to the organization's Board of Directors for approval.
- c. Attend any other ITS Arizona Board authorized activities such as workshops and service events