**Request for Sponsors**

# 2025 - 2026

Internship Program



### Program Description

The Public Transportation Internship Program, administered by the N.C. Department of Transportation Integrated Mobility Division (NCDOT-IMD), provides work experience and learning opportunities for **students attending a college or university in North Carolina** who have the desire to work in the field of public transportation management.

The program provides exposure to all aspects of a transit system, allowing interns to gain experience in managing public transportation operations. The Internship Program also assists with developing a pool of qualified workers for the future of the state's public transportation industry.

Sponsor transit systems benefit from the program by having interns on staff to assist with everyday operational tasks and address special projects. A 12-month commitment is required for the Internship Program. Interns work approximately 12 weeks full time, 40 hours per week during the summer between their two years of graduate school, and 10 hours per week during the fall and spring semesters of their second year (880 Hours max).

####  How it Works

The Internship Program consists of two major components:

* Interns participate in all aspects of public transportation services. Interns may participate in duties such as customer database maintenance, collecting service quality surveys, collecting and analyzing service data (i.e., ridership, revenue, hours and miles), and making revenue and expense estimates for short-range transportation plans. Actual activities of the intern will vary with each transportation system.
* Interns are required to do independent research or a special project. The transportation system and the intern determine special projects based on the system’s specific needs and the intern’s abilities. Projects may include inventorying and organizing information about bus stop locations for GIS implementation, data analysis for the local area long-range transportation plan, and other studies involving market research or service productivity.

 **Program Guidelines**

 Sponsor Eligib ility

Urban, regional, and rural public transportation systems and consolidated human services transportation systems with major transit planning responsibilities are eligible to participate in the internship program. Sponsors will recruit interns beginning **January 15, 2025 through April 30, 2025**.

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####  Work Prog ra ms

IMD encourages applicants from the disciplines of Engineering, Public Administration, Business Administration, Marketing, English/Journalism, Planning and Project Management are encouraged to apply for the program. The sponsoring transit system is responsible for preparing a detailed work program, describing all activities planned for the internship including training and special projects. The detailed work plan should include tasks and activities that expose the intern to all aspects of the sponsor’s activities. The sponsor’s proposal will serve as the work plan and is submitted to NCDOT-IMD as part of a completed proposal package. It will also serve as the basis for evaluating the intern's work.

####  Supervision, Monitoring, Reporting and Evaluation

The sponsor is responsible for daily supervision of the apprentice's work. Changes in the original work plan must be discussed with all parties involved and submitted via a written request to and approved by IMD.

A quarterly progress report must be submitted with all requests for reimbursement.

####  Cost Sharing and Fin ancial Manage ment

The Internship Program is funded with state funds at 90 percent of the total cost, maximum of **$22,395.** Sponsoring transit systems are responsible for securing the local funds to provide the remaining 10 percent (or balance) of project costs. Sponsoring transit systems must submit the attached Project Budget and Financing Form as part of the proposal package. Travel for meetings, conferences, activities related to the intern project and training are eligible costs.

Sponsoring transit systems hire and pay the interns and submit invoices for reimbursement of 90 percent of eligible costs, up to the stated maximum. Intern wages, benefits and travel allowances are determined by the sponsoring transit system, but are subject to the following *maximum* line-item amounts:

**Salary $19,800 (maximum) + 10% local $2,200 = $22,000 (880 hrs. @ $25.00/hr.)**

**FICA $ 1,515 (maximum) + 10% local $ 168 = $ 1,683**

**Travel $ 1,080 (maximum) + 10% local $ 120 = $ 1,200**

**Total $22,395 (maximum) + 10% local $2,488 = $24,883**

\*\* The above15represent 100% of the internship cost

\*\*\* It is a local area decision to pay benefits or not.

### Proposal Submission and Evaluation

####  Application Deadline

Eligible sponsors must submit proposals for sponsoring an apprentice no later than **5 p.m. on December 1, 2024.** Proposals must include:

* Completed Project Proposal Form;
* Project Budget and Financing Form; and
* Transmittal letter from the transit organization’s authorized official committing to provide the local match funds of project costs.

Each system requesting state match funds for FY25/26 will complete the first page of the Project Funding Request Form. The form can be located on the Integrated Mobility Division (IMD) website[, www.ncdot.gov/nctransit](http://www.ncdot.gov/nctransit).

#### Note: Proposals must be received with all documentation completed and signed by the deadline to be considered for selection.

 **Sponsor Selection Pro c ess**

IMD will review sponsor applications to select the best qualified sponsors and beneficial projects. All sponsors will be notified of the status of their application following the **January 15, 2024 BOT Meeting**. Sponsors will be selected based upon the following criteria:

* Strength and diversity of the proposed intern work plan (range of transit tasks scheduled, level of involvement in each task, products to be produced from each task, etc.);
* Strength of the daily supervisor (including demonstrated ability to act in that capacity and availability of time to undertake the supervisor function);
* Capacity of the sponsoring transit system to provide a positive work experience based upon other demands on sponsor’s resources; and
* Outcome of previous sponsorship experiences.

### Intern Selection Process

From the published list of selected sponsors and work programs, prospective student applicants will choose a desired project as part of their application. **Local sponsors will conduct their own recruitment.** If the sponsor is aware of students who are interested in a career in public transportation and meet the eligibility guidelines, they can encourage the student to submit an agency application.

Intern applicants are required to submit the following information to the Integrated Mobility Division:

* Resume;
* Completed state of North Carolina employment application;
* Official college or university transcript;
* One to two-page essay that serves as a writing sample; and
* A recommendation from an academic adviser or department head, chair or vice chair.

The sponsoring transit system is expected to interview all candidates and select the most qualified applicant for their specific project and/or need before or during the month of **April 2025.**

The NCDOT Board of Transportation will review and approve funding for Sponsor Intern Program Applicants at the **January 2025,** Board meeting. Any changes that may occur as a result of this meeting will be communicated to the affected parties immediately.

Apprentices should begin working at their sponsor transit beginning no earlier than **May 15, 2025**, system unless

the sponsor and the apprentice have made other arrangements.

**NOTE: Application approval is contingent on BOT approval and the availability of state funds.**

The NCDOT Integrated Mobility Division is requiring all transit grantees to use the online application process when applying for grants through the division.

Direct questions to:

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