



TRANSPORTATION PROGRAM

Richland Transportation Internship Program

ABOUT THE INTERNSHIP PROGRAM

The Richland Transportation Internship Program is designed to connect Richland County high school and college students with a unique paid internship with firms associated with the Richland Transportation program. This internship will combine real-world work, networking opportunities, and a valuable professional experience to better position students in the marketplace. Richland Transportation Interns will acquire enriched professional exposure by completing work assignments that are both technically challenging and educationally stimulating. Simultaneously, the program offers Richland Transportation firms the opportunity to access local young diverse talent.



Interns will work for the Richland Transportation Program and are eligible for placement with firms who manage various aspects of the program. These firms include: Brownstone Construction Group, CECS, Cox & Dinkins, Davis & Floyd, Holt Consulting, Hussey Gay Bell, HDR Engineering, iRealty International, MB Kahn, Mead & Hunt, OLH, Parrish & Partners, and Tolleson Limited.

INTERNSHIP POSITIONS

Internships are available in the following disciplines/career paths:

- Accounting
- Architecture
- Construction
- Construction Inspection
- Civil/Transportation Engineering
- Environmental Services
- Public Relations
- Surveying
- Urban Planning
- Transportation Design

• **High School Program**

Internships for high school students will be offered on a part-time basis during the **Summer Session only**. Additionally, career related activities with high school students such as career days, field trips, and job shadowing experiences will also be coordinated throughout the academic year.



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- **College Program**

Internships for college students will be offered during all three sessions. Colleges will be encouraged to grant academic college credits to interns upon completion of the program. **Students must currently be enrolled in an internship class to receive credit.**



- **Internship Terms**

The program is offered in three terms each year:

- **Spring Term** (February – early May) (College Only)
- **Summer Term** (June – early August) (High School & College)
- **Fall Term** (September – early December) (College Only)

- **Work Hours**

Internship work hours will be based on a set number of hours per week. Interns will be offered full-time (40 hours per week) and part-time (20 hours per week) positions. Hours may be variable.

- **Mentorship Program**

Richland Transportation Interns will be paired with a Richland Transportation Team Member, other than their site supervisor, to serve as a mentor for the intern. The mentor will provide coaching and support to help foster and encourage professional development. Mentors will connect with their mentees through Mentor-Mentee activities that the Internship Coordinator will host at the beginning, middle, and end of the internship session. Mentors and mentees will meet on their own on an on-going basis throughout the internship program.

- **Enhancement Activities**

In an effort to provide a comprehensive overview of the Richland Transportation program, career opportunities, exposure to government/industry leaders, and opportunities for personal and professional growth, enhancement activities will be incorporated into the internship program. Activities may include lunch & learns, tours, job shadowing, special presentations, team building activities and social/professional development workshops. All interns and participating firms who successfully complete the Richland Transportation Internship Program will be recognized by Richland County Council.





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ELIGIBILITY

To apply for the Richland Transportation Internship, you must be:

- *College Program - Undergraduate* student currently enrolled at any accredited, degree-granting college or university; students from the following disciplines are encouraged to apply: Civil/Transportation Engineering, Construction, Architecture, Marketing, Public Relations, Business, and Accounting.
- *High School Program* – Currently a rising junior or senior at a Richland County high school;
- *Note:* Preference will be given to Richland County residents. Immediate family members of Richland Transportation Staff, Richland County Councilmembers and Richland County Senior Leadership Staff are not eligible to participate in the paid internship program.

APPLICATION INSTRUCTIONS

To apply for the Richland Transportation Internship Program, please fill out the application form and attach the following documents:

1. Resume
2. A typed response to the following prompts (double-spaced, 12pt. font, two-pages).
 - How has living in Richland County impacted your life?
 - How can you use your current major or area of interest to improve transportation systems in Richland County?
3. One letter of recommendation. Please select a person who can speak to your academic qualities, work ethic, maturity and character.
*The letter may be made out to: Richland Transportation Internship Selection Committee
4. Current Unofficial School Transcript/Degree Audit Report

PLEASE FILL OUT THE APPLICATION FORM AND ATTACH THE REQUIRED DOCUMENTS AT WWW.RICHLANDPENNY.COM

For more information on the Richland Transportation Internship Program, please contact Randolyn Martin at 803-726-3575 or rmartin@richlandpenny.com.