

# Arizona Department of Transportation

## TRANSPORTATION INTERN PROGRAM GUIDELINES

January 2022



**Transportation Intern Program Guidelines**

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## Transportation Intern Program Guidelines

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### LETTER TO USERS

Dear Applicant:

This program provides an excellent opportunity for college students to gain practical, hands-on work experience and to earn income while studying to become a professional in the transportation industry. The Intern Program is open to students majoring in engineering, construction management, environmental science, transportation planning, landscape architecture or other closely related transportation fields.

The Transportation Intern Program is open to U.S. citizens or permanent legal residents only. An intern must be a student enrolled at a college, university, technical school or a high school graduate who has been accepted to a college, university or technical school with a declared major that is in a transportation or closely related field. Students must be in good academic standing.

This document provides the information regarding eligibility, enlistment and expectations for all those participating in the Transportation Intern Program.

Sincerely,

DocuSigned by:  
*Candee Samora*  
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Candee V. Samora  
Intern Program Manager  
Arizona Department of Transportation

# Chapter 1

## TRANSPORTATION INTERN PROGRAM REQUIREMENTS

### 1.1 Eligibility

The Transportation Intern Program is open to U.S. citizens or permanent legal residents only. All candidates must have been accepted into a college, university or technical school pursuing a degree in engineering, construction management, environmental science, transportation planning, landscape architecture or other closely related transportation fields.

An intern must maintain an overall satisfactory Grade Point Average (GPA) of 2.0 or better (C average or better). Freshman without an established GPA must provide transcripts after the first completed quarter or semester.

### 1.2 Application and Hiring Process

To apply, you must submit a resume along with a copy of your university transcript through the AZ State Jobs website at [Azstatejobs.azdoa.gov](http://Azstatejobs.azdoa.gov) when positions are advertised. You are also encouraged to include a description of any relevant work experience and a brief cover letter indicating your interest in the program.

All interns will be recruited and hired utilizing the competitive process in accordance with ADOT Policies and Procedures [PER-1.02 Recruitment and Selection](#). Applications to participate in the Transportation Intern Program are selected according to state personnel procedures. Interns will be hired as uncovered, not benefits eligible, temporary employees (Status Code D2). Interns will not be eligible for Arizona State Retirement System (ASRS) and will not accrue annual or sick leave.

The intern's interests and geographical location will be taken into consideration during placement and assignment. Placement and assignment are based on Department needs and available funding.

For any questions please contact the Transportation Intern Program Manager at 602-712-8067.

### 1.3 Driver License Requirement

Interns must also possess a valid driver license and means of transportation.

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### 1.4 Pay

The intern pay scale is based upon the number of semesters and semester hours or equivalent quarters and quarter hours an intern has completed. It is also based on upper division core courses completed. The hourly pay rate may increase from year to year as the intern completes additional semesters, semester hours and upper division core courses.

### 1.5 Hours

An intern shall be:

- Limited to working a maximum of 1500 hours (pay code 100 or 110 as applicable) per calendar year.
- Interns are not to work 20 or more hours per week for 20 or more weeks in a fiscal year under any circumstance.
  - Interns may work 20 or more hours per week only during:
    - the weeks of May 15 through August 30 (maximum 15 weeks).
    - winter break (maximum four weeks).

### 1.6 Employment Status

An intern in the Transportation Intern Program may be terminated at any time based upon performance and the needs of the Department.

Interns are at-will employees and employment will be terminated if the intern:

- Demonstrates unacceptable performance or behavior.
- Discontinues the related program of study at a college, university or technical school.
- Does not maintain an overall satisfactory GPA of 2.0 or better (C average or better).
- Discontinues enrollment at a college, university or technical school.

An individual may continue as an intern for up to a maximum of six months following the date of graduation from a college, university or technical institute. In the event an intern requests to continue after graduation, all policies and rules will still be in effect, including the hours per week restrictions.

# Chapter 2

## ROLES AND RESPONSIBILITIES

### 2.1 Groups and Districts

For each intern requested by a Group or District, the Group or District shall:

- Identify general courses the intern should have completed.
- Identify upper division core courses, if any, the intern would need to have completed.
- Identify knowledge, skills and abilities the intern should have.
- Identify the need for an intern.
- State the tasks that the Intern will be performing.

Complete the [Transportation Intern Request and Reassignment Form](#) and submit it to the Transportation Intern Program Manager. Assignments last for one year.

For each intern assigned to a Group or District, the Group or District shall:

- Schedule work and training in strict adherence to program hours and limitations (see Section 1.5 Hours).
- Monitor and track intern hours.
- Mentor the intern, fostering trust and professional development.
- Complete the [State Government Intern Performance Evaluation](#) annually and before an intern ends the Intern Program. Each evaluation will be discussed with the intern. Submit completed form to the Transportation Intern Program Coordinator.

### 2.2 The Transportation Intern Program Manager

The Transportation Intern Program Manager shall:

- Develop, manage and maintain relationships with educational institutions statewide to brand ADOT as an employer of choice.
- Recruit and hire in accordance with the competitive process outlined in ADOT policies and procedures [PER-1.02 Recruitment and Selection](#) and in accordance with all state personnel rules.

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- Assure that transcripts are current and GPAs comply with program requirements.
- Coordinate intern placement and reassignment.
- Monitor and track intern hours and make appropriate reports available.

### 2.3 Interns

The Intern shall:

- Maintain a current driver's license per the assigned job responsibilities of the unit or as needed by the position.
- Abide by all ADOT policies, procedures, state personnel rules, scheduled hours and the ADOT Code of Conduct.
- Submit transcripts to the Transportation Intern Program Manager at the end of every semester and at the end of the year and upon request.
- Notify the Transportation Intern Program Manager upon change in program of study, graduation or disenrollment from a college, university or technical school.
- Keep all contact information current with the Transportation Intern Program Manager.
- Monitor and report hours worked.