

U.S. Department of Transportation

Entrepreneurial Training Women and Girls Internship Program



The U.S. Department of Transportation (DOT) Office of Small and Disadvantaged Business Utilization (OSDBU) has developed eleven Small Business Transportation Resource Centers (SBTRCs) nationwide to expand the DOT's outreach efforts. The Illinois Hispanic Chamber of Commerce (IHCC) operates the Great Lakes Region covering Illinois, Indiana, Michigan, and Wisconsin. As part of the SBTRC, the IHCC manages the Entrepreneurial Training Women and Girls Internship Program, placing qualified female college students in transportation related internships throughout the Great Lake Region.

Thank you for your interest in the US DOT Entrepreneurial Training Women and Girls Internship Program. If your ultimate ambition is a career in the transportation industry, this program is an excellent first step!

Our Mission: To recruit and develop the finest females in the transportation industry by encouraging young women to pursue careers in science, engineering, and technology, and providing internships for the students to use their educational knowledge to become the nation's future transportation leaders. The program is part of a broader effort, led by the White House Council on Women and Girls, to ensure that federal programs and policies take into account the distinct needs and concerns of women and girls.

Why complete an internship? We believe that internships are the cornerstone of a student's professional preparation. It allows a student to apply classroom theories, concepts and prior experience in a practical, professional setting. An internship can also help demonstrate aspects of jobs for students to decide if it is the correct fit for them.

Application form can be downloaded at: <http://www.osdbu.dot.gov/WG/applications.cfm>.

Qualifications:

- Fulltime **FEMALE** College Student
- Minimum GPA of 2.8
- Completed application form with professor recommendation, current transcript, one-page letter of interest, and if applicable, a need-based justification for a stipend.
- Scan the document into .pdf and email to etta.wgp@dot.gov and ksheehan@ihccbusiness.net
- Once the application is received, student will be notified regarding an interview.

Internship Details:

- Interns will work at a transportation company with projects relevant to their studies, experience and goals.
- Internship Host Company will be located by where the student attends school.
- Intern is required to work a minimum of 5 hours a week and a minimum of 50 hours overall. Most placement companies request 10-15 hours a week with an overall of 100 hours.
- After completion student must submit an essay on their experience (5-7 pages long) and an evaluation of their placement company.

Compensation Details:

- **Class credit**- WGP Program Manager will assist in preparing the necessary documents for students to receive class credit. Please be sure to bring class credit information to the interview.
- **Stipend**- A few stipends are available for students based on need for \$1,000. Only a few selected students can receive stipends each semester, based on the stipend request letters received. Only US Citizens or students with a J1 Visa can be considered for a stipend.
- **Experience**- as internships are a valuable part of professional development, students may also elect to participate in the program for experience only.
- Each student who participates in the program will receive a certificate of completion and is encouraged to add the program details to their resume.

Host Companies

- Must be transportation related
- Agree to provide challenging and meaningful work to intern.
- Coordinate a supervisor who will be accessible for questions, supervision, and assistance
- Record timesheets of the intern’s hours
- Complete an evaluation of the intern turned in promptly at completion of hours.

Fall 2011 Program Dates: (please note that dates are subject to change)

- May- October 21st 2011- Applications being received
- August- November 2011- Placement of interns
- December 9th, 2011- End internship date (date may be extended for late placements)
- December 30th, 2011- all internship paperwork due: essay, evaluations, and timesheets

Spring 2012 Program Dates:

- December– February 15, 2012- Applications being received
- February through March 2012- Placement of interns (pending intern acceptance to program)
- May 14th, 2012 - End internship date for all interns
- June 11th, 2012- all internship paperwork due: essay, evaluations, and timesheets

*Student Interns will be awarded with certificates after completing their internship. For students receiving need-based stipends, stipends will be presented within 2 months after completing the internship pending the approval from the US DOT. For those unable to attend and/or the interns in other states, stipend checks and certificates will be mailed.

Great Lakes Region Small Business Transportation Resource Center (SBTRC)

at the Illinois Hispanic Chamber of Commerce (IHCC)
855 W. Adams, Suite 100
Chicago, IL 60607

SBTRC/Great Lakes Region Staff:	For internship information, both for students and employers please contact Kelley Sheehan.
Roberto Escalante Great Lakes SBTRC Program Director rescalante@ihccbusiness.net Phone 312-425-9500	Kelley Sheehan- Women and Girls Internship Program Manager ksheehan@ihccbusiness.net Phone: 312-425-9500

*For more information on the Entrepreneurial Training Women and Girls Internship Program, DOT/OSDBU and the Small Business Transportation Resource Centers, please visit the website at <http://www.osdbu.dot.gov/WG/index.cfm>