WTS WORKS INTERNSHIP PROGRAM
SUMMER 2020

INTRODUCTION

WTS Philadelphia is offering internship opportunities to current members of Transportation YOU and the WTS Philadelphia Student Chapter through an initiative called WTS Works. The goal of this program is to advance young women in transportation by allowing tomorrow’s industry leaders to gain real world experience in an environment that celebrates their talent and diversity and encourages professional development. There are three tracks identified below for undergraduate and graduate students, graduating high school seniors and current high school students.

SCHEDULE

All materials must be submitted electronically in one combined PDF labeled as “WTS Works - <insert your last name>”. All materials must be received by 11:59pm on Friday, February 21, 2020. Final selections and assignments will be completed, and program participants will be notified by March 27, 2020.

All submission materials and questions should be directed to:

Jennifer K. Walsh, P.E.
WTS Works Chair
WTSworks@wtsphiladelphia.org

Incomplete or illegible applications will NOT be reviewed. When all parts of your application have been received, you will receive an email confirmation. The WTS Philadelphia Chapter is very excited to receive your applications and to select the interns for the Summer of 2020!

For additional information, please refer to our website at:
http://www.wtsinternational.org/philadelphia//wtsworks/
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UNDERGRADUATE AND GRADUATE STUDENTS

The selected intern will work closely with experienced engineers in an eight-week program to carry out an array of assigned tasks. Duties include, but are not limited to, assembling data and assisting with problem-solving requiring basic theories and engineering fundamentals, utilizing computer programs to solve engineering problems, assisting with layout and design of engineering projects of various scales, providing quantity take-offs and construction estimates, specification development or preparation, and maintaining accurate and current project documentation. All applications are due on Friday, February 21st, 2020. The applications will be reviewed by the prospective employers and assignments will be made by March 27, 2020.

Eligibility Criteria

- Open to young women
- Applicant must be an active member of the WTS Philadelphia Student Chapter during 2018-2019 school year
- Currently enrolled in an undergraduate or graduate degree program in a transportation-related field, such as transportation engineering, planning, finance, or logistics
- Plans to pursue a career in a transportation-related field
- Available to work a full 8 weeks during the summer

Required Documents

- Application Form
- Personal Statement (not to exceed 500 words)
- Resumé
- Recommendation Letter from professor or job supervisor

Program Goals – After completing this program, the participant will:

- Have an understanding of the preparation of design plans, specifications, and estimates for various types of engineering projects
- Have an understanding of AutoCAD, MicroStation, or other applicable design software
- Understand how to perform basic calculations, computer analysis, data input, and quantity take-off
- Have an advanced understanding of careers in the transportation industry
- Have improved interpersonal and organizational skills
- Have improved verbal and written communication skills
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GRADUATING HIGH SCHOOL SENIORS

The selected intern will participate in a **six-week program** where she will rotate between various disciplines to gain a well-rounded understanding of careers in the transportation industry. The selected intern will gain experience with disciplines such as aviation, highway, traffic, construction management, architecture, and structures. All applications are due on Friday, February 21st, 2020. The applications will be reviewed by the prospective employers and assignments will be made by March 27, 2020.

**Eligibility Criteria**
- Open to young women
- Applicant must be an active member of WTS Philadelphia Transportation YOU during 2019-2020 Program Year
- Graduating high school senior planning to enroll in a STEM-related college program.
- Considering a career in a transportation-related field
- Available to work a full 6 weeks during the summer

**Required Documents**
- Application Form
- Personal Statement (not to exceed 500 words)
- Resumé
- Recommendation Letter from teacher, counselor, or principal

**Program Goals – After completing this program, the participant will:**
- Have hands-on experience in various areas within the transportation industry
- Have exposure to AutoCAD, MicroStation or other applicable design software
- Have an advanced understanding of careers in the transportation industry
- Have improved interpersonal and organizational skills
- have improved verbal and written communication skills
Students will shadow a prominent person in their field to learn about what transportation industry professionals do on a daily basis. This allows the student to explore career options and expand their personal network. All applications are due on Friday, February 21st, 2020. The applications will be reviewed by the prospective employers and assignments will be made by March 27, 2020.

Criteria
- Open to young women
- Applicant must be an active member of WTS Philadelphia Transportation YOU during 2019-2020 Program Year
- Applicant must be a current high school student - Freshmen through Graduating Seniors - at time of application
- Currently studying math, science, and technology
- Considering a career in a STEM-related field

Required Documents
- Application Form
- Resumé
- Personal Statement (not to exceed 500 words)

Program Goals – After completing this program, the participant will:
- Have an understanding of careers in the transportation industry
- Have hands-on experience to consider when choosing a college major and career path
- Have a better understanding of office operations and etiquette
WTS Works Application – WTS Philadelphia Chapter

APPLICANT INFORMATION

Full Name:

Last                                    First                                    M.I.

Address:

Street Address                                                         Apartment/Unit #

City                                                                 State                           ZIP Code

Phone:                                                     Email:  

D.O.B.:                                           Years Active in WTS Programs: 

School:                                        Major:                              N/A

PROGRAM INFORMATION

Please select the WTS Works program(s) for which you qualify and are currently interested in:

☐ Paid internship for students currently enrolled in an undergraduate or graduate degree program in a transportation-related field

☐ Paid internship for graduating high school seniors planning to enroll in a STEM-related undergraduate program

☐ Unpaid shadowing opportunities open to current high school students interested in STEM

RESUME - ATTACH

Please attach your resume to this application.

RECOMMENDATION LETTER

If you are applying for one of the paid internships, please attach one professional or academic recommendation letter. Those applying for unpaid shadowing opportunities do **NOT** need to attach a recommendation letter.

EMPLOYMENT AVAILABILITY

Please list any dates that you will be unavailable between Memorial Day (Monday, May 25, 2020) and Labor Day (Monday, September 7, 2020) below:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
CAREER ASPIRATIONS
What are your future career aspirations? (200 words maximum):

PERSONAL STATEMENT
Why should you participate in this internship program and how will this experience advance you toward your future goals? (500 words maximum):

DISCLAIMER AND SIGNATURE
By submitting this application, I acknowledge that the above document and the attached resume are my own work and are accurate to the best of my knowledge.

Applicant Signature: _____________________________ Date: ________________

Parental Signature
(if applicant is a minor): _____________________________ Date: ________________