

WTS WORKS INTERNSHIP PROGRAM

SUMMER 2019

INTRODUCTION

WTS Philadelphia is now offering internship opportunities to current members of Transportation YOU and the WTS Philadelphia Student Chapter through a new 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. Please refer to the information below for the track under which you will be applying. The participating firms listed below are all proud supporters of WTS and have agreed to be a part of this new program.

- AECOM
- HDR, Inc.
- Johnson, Mirmiran & Thompson, Inc.
- Pennoni
- Burns Engineering, Inc.
- PennDOT

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 15, 2019**. Interviews for the undergraduate/graduate students and graduating high school seniors will occur between February 25th and March 15th. Final selections will be completed, and program participants will be notified by March 22, 2019

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 2019!

For additional information, please refer to our website at:

<http://www.wtsinternational.org/philadelphia//wtsworks/>



Advancing Women in Transportation
Philadelphia Chapter

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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 15th, 2019. The applications will be reviewed by the prospective employers and interviews will be scheduled between Monday, 2/25 to Friday, 3/15 after which applicants will be paired with an employer.

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 interview with prospective employers between Monday, 2/25 to Friday, 3/15

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 advanced understanding of the preparation of design plans, specifications, and estimates for various types of engineering projects
- Have an advanced understanding of AutoCAD, MicroStation, or other applicable design software
- Understand how to perform 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 will be due on February 15th, 2019. The applications will be reviewed by the prospective employers and interviews will be scheduled between Monday, 2/25 to Friday, 3/15 after which applicants will be paired with an employer.

Eligibility Criteria

- Open to young women
- Applicant must be an active member of WTS Philadelphia Transportation YOU during 2018-2019 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 interview with prospective employers between Monday, 2/25 to Friday, 3/15

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 a basic understanding of the preparation of design plans, specifications and estimates for various types of engineering projects
- Have a basic understanding of AutoCAD, MicroStation or other applicable design software
- Understand how to perform 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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SHADOWING OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

Students will shadow a prominent woman in her 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.

Criteria

- Open to young women
- Applicant must be an active member of WTS Philadelphia Transportation YOU during 2018-2019 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 advanced 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 27, 2019) and Labor Day (Monday, September 2, 2019) 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: _____