

Approved:

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Department of Transportation

INTERNSHIP AND TRADE/VOCATIONAL PROGRAM

PURPOSE:

The purpose of this procedure is to provide guidance regarding the Department's Internship and Trade/Vocational Program.

AUTHORITY:

Sections 20.23(3)(a), and 334.048(3), Florida Statutes

REFERENCES:

Rule 60L-33.005, Florida Administrative Code

SCOPE:

Department offices participating in the Internship and Trade/Vocational Program.

GENERAL:

The Secretary of Transportation has assigned responsibility for overall administration of the Internship and Trade/Vocational Program to the Research Center and the Human Resources Office (HRO).

An integral part of the Department's Workforce Development, the Internship and Trade/Vocational Program offers students an exciting insider's view of the transportation industry and an opportunity to develop skills and techniques directly applicable to their professional development.

1. INTERNSHIP REQUIREMENTS

- Internships operate per academic year. The duration of participation is one (1) semester; however, participants may be reappointed for up to five (5) additional

semesters for a total of six (6) semesters.

- Participants must be actively enrolled students in an accredited university or college during the internship semester(s).
- Participants must be authorized to work in the United States and provide identification supporting citizenship or the authorization to work during the entirety of the internship semester(s).
- The program is comprised of fifty-five (55) Other Personal Services (OPS) positions located throughout the state, as follows:
 - Central Office: six (6) positions,
 - State Materials Office: one (1) position
 - District One: six (6) positions
 - District Two: six (6) positions
 - District Three: six (6) positions
 - District Four: six (6) positions
 - District Five: six (6) positions
 - District Six: six (6) positions
 - District Seven: six (6) positions
 - Turnpike Enterprise: six (6) positions
- The use of a Trade/Vocational position by a district will reduce the total number of available internship positions for that district by one (1).
- Each district (State Materials Office excluded) has a maximum of 120 hours per pay period and may adjust the number of positions utilized and the number of hours allotted per position, subject to the following:
 - Internship positions shall be allotted a minimum of twenty (20) hours per bi-weekly pay period
 - Internship positions shall not be allotted more than forty (40) hours per bi-weekly pay period
 - Districts shall identify the scheduled number of hours per pay period for each position at the time of advertisement or reappointment
- Budget to fund positions is annually allocated by the Assistant Secretary of Finance and Administration in consultation with the Budget Office. Funding is held in the HRO cost center budget and tracked throughout the fiscal year by the Research Center. Districts are responsible for ensuring they do not exceed their program allotment.
- The pay schedule is based on the participant's current student status:
 - Sophomore - \$9.63/hour
 - Junior - \$11.24/hour
 - Senior - \$12.84/hour
 - Graduate - \$14.45/hour

- Participants are temporary employees of the Department and are required to comply with all statutes and rules; and the Department's policies, procedures, regulations, and Code of Ethics.
- In addition to ongoing supervisory feedback, **Form No. 250-000-26 Internship and Trade/Vocational Program Assessment** will be provided to the participant by the hiring manager or supervisor at the end of each semester.
- Participants shall complete **Form No. 250-000-27 Internship and Trade/Vocational Program Survey** at the end of each semester to provide feedback regarding their experience.
- The Research Center will use the information contained in the assessments and surveys to monitor, evaluate, and develop plans for future program improvement.

2. TRADE/VOCATIONAL REQUIREMENTS

- The duration of participation is four (4) months. Participants may be reappointed up to five (5) times for a maximum participation of twenty-four (24) months.
- Participants must be actively enrolled students in an accredited university, college, or vocational/technical school for the duration of participation.
- Participants must be authorized to work in the United States and provide identification supporting citizenship or the authorization to work during the entirety of the program participation.
- Each district is limited to one (1) participant at any given time. The use of a trade/vocational position by a district reduces the total number of available internship program positions for that district by one (1).
- Each trade/vocational position is funded for a minimum of 20 hours per bi-weekly pay period. The maximum number of hours per bi-weekly pay period is forty (40). The use of hours for each trade/vocational position used by a district reduces the total number of available hours from that district's total allotment.
- Budget to fund positions is annually allocated by the Assistant Secretary of Finance and Administration in consultation with the Budget Office. Funding is held in the HRO cost center budget and tracked throughout the fiscal year by the Research Center. Districts are responsible for ensuring they do not exceed their program allotment.
- The pay is \$9.63/hour.
- Participants are temporary employees of the Department and are expected to comply with all statutes, and rules; and Department policies, procedures, regulations, and Code of Ethics.

- In addition to ongoing supervisory feedback and other documents required by the respective educational institution, **Form No. 250-000-26 Internship and Trade/Vocational Program Assessment** will be provided to the participant by the hiring manager or supervisor at the end of each semester.
- Participants are required to complete **Form No. 250-000-27 Internship and Trade/Vocational Program Survey** at the end of each semester to provide feedback regarding their experience.
- The Research Center will use the information contained in the assessments and surveys to monitor, evaluate, and develop plans for future program improvement.

3. APPLICATION PROCESS

- HRO creates the positions used for the Internship and Trade/Vocational programs.
- Positions are reviewed by the Districts at the end of each semester to identify vacancies and establish applicant criteria. An advertisement for all vacancies is created and posted on the Department's external website.
- The Research Center coordinates with university, college, and vocational/technical school career centers, or other appropriate offices, to further advertise the positions.
- Applicants must complete and submit **Form No. 250-000-25 Intern and Trade/Vocational Application** via email or fax before the deadline identified on the posted advertisement.
- The Research Center ensures submitted applications are provided to the appropriate hiring managers and supervisors.
- Hiring managers or supervisors shall comply with **Procedure No. 250-015-005 Recruitment and Selection** and the guidance contained the **Internship and Trade/Vocational Program Supervisor's Packet** posted to the HRO Internship and Trade Vocational Program website:
<http://fdotsp.dot.state.fl.us/sites/HRO/Intern%20Pool/Forms/AllItems.aspx>.

4. TRAINING

There is no training required for this procedure.

5. FORMS

The following forms required by this procedure are available from the Department's Forms Library:

- Internship and Trade/Vocational Program Application, Form No. **250-000-25**

- Internship and Trade/Vocational Program Assessment, Form No. **250-000-26**
- Internship and Trade/Vocational Program Survey, Form No. **250-000-27**