

Approved:

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Department of Transportation

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

STATEMENT OF PURPOSE:

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

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 Central Office Organizational Development Office (ODO) 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. REQUIREMENTS

- Internships operate per academic year. The duration of participation is one (1) semester; however, participants may be reappointed up until they graduate.

- The duration of participation for trade/vocational is four (4) months. Participants may be reappointed up until they complete their respective program.
- Participants must be actively enrolled students in an accredited university, college, or vocational/technical school for the duration of participation.
 - Participants may continue as an intern during the summer semester without being enrolled in summer courses as long as they will continue taking coursework in the Fall.
- 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.
- Positions shall be allotted a minimum of twenty (20) hours per bi-weekly pay period
- 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 to the districts by the Assistant Secretary of Finance and Administration in consultation with the Budget Office. 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 and all trade/vocational students - \$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 and other documents required by the respective educational institution, an electronic program assessment will be provided by the ODO Internship and Recruitment Coordinator and completed by both the hiring manager or supervisor and student at the end of each semester.
- Participants shall complete the electronic Internship and Trade/Vocational Program Survey at the end of each semester to provide feedback regarding their experience.
- ODO will use the information contained in the assessment and survey to monitor, evaluate, and develop plans for future program improvement.

2. APPLICATION PROCESS

- HRO creates the positions used for the Internship and Trade/Vocational program.
- Positions are reviewed by the Districts at the end of each semester to identify vacancies and establish applicant criteria. The Central Office ODO, creates an advertisement for all vacancies and posts them on the Department's external website.
- Central Office ODO 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.
- ODO 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 in 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>.
- The Supervisor of an intern position must already be in a supervisor position with a management role code in People First.

3. TRAINING

There is no training required for this procedure.

4. 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**