About

United States Department of Transportation

2014 Summer Transportation Internship Program for Diverse Groups (STIPDG)

Internship Period: June 9th - August 15th 2014

The Summer Transportation Internship Program for Diverse Groups (STIPDG) provides a unique opportunity to gain valuable professional experience and skills that will complement your academic pursuits. This hands-on program is designed to mentor and cultivate tomorrow's leaders, strengthen their understanding of the transportation industry and prepare them for future public service opportunities.

The STIPDG is a paid internship program open to all qualified candidates without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, veteran status, or any other characteristic prohibited by state or local law.

The Summer 2014 STIPDG application period is now OPEN.

To apply for this year's program APPLY HERE, and continue reading for more program details.

Application Deadline: Selections may be made as applications are received, but typically do not occur until the application closes: December 31, 2013.
The 2014 Summer Transportation Internship Program for Diverse Groups (STIPDG) is for students in all majors.

(A) THE 2014 STIPDG PROGRAM OBJECTIVE

The U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA) is accepting applications for the 2014 STIPDG Internship Program. Funded by the FHWA's Office of Civil Rights' On-the-Job Training Supportive Services Program, the objective of the STIPDG is to provide college/university students with hands-on experience and on-the-job training while working on current transportation-related topics and issues. The STIPDG is open to all qualified applicants but is designed to provide qualified women, persons with disabilities, and members of diverse groups with summer opportunities in transportation where these groups have been under-represented.

Please refer to the information below for the "2014 STIPDG Eligibility Requirements" and the "How To Apply for the 2014 STIPDG/Application Requirements".

(B) THE 2014 STIPDG ELIGIBILITY REQUIREMENTS

1. Applicants must be U.S. Citizens.
2. Applicants must be currently enrolled in degree-granting programs of study at accredited U.S. institutions of higher education recognized by the U.S. Department of Education. (See U.S. Department of Education's accreditation database to verify your school and/or program of study.)
3. Undergraduate applicants must be juniors or seniors for the fall of 2014. Undergraduate applicants from Junior, Tribal, or Community Colleges must have completed their first year.
4. Law Applicants must be entering their second or third year of law school in the fall of 2014.
5. Applicants who are scheduled to graduate during the spring or summer semesters of 2014 are not eligible for consideration for the STIPDG unless: (1) they have been accepted for graduate school enrollment; (2) they have been accepted for enrollment at an institution of higher education; or (3) their acceptance is pending. In all instances, the applicant must submit with their completed application, all required documentation (with the school's logo) reflecting their status. (There will be no exceptions.)
6. Former STIPDG interns may apply but will not necessarily receive preferential consideration.
7. Applicants will be evaluated based on the "completeness" of the application and the Required Documents listed below. Priority will be given to those with GPA's of 3.0 or better (for the Major and/or Cumulative).
8. Applicants must be available and able to participate through the duration of the 10-week program including closing ceremonies.
9. Applicants must submit a completed application, to the webpage listed above, no later than the December 31, 2013 deadline.

The United States Government does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor. The STIPDG is open to all applicants based on the eligibility requirements that follow and based on the merit of the "Required Documents" requested under "C."

(C) HOW TO APPLY FOR THE 2014 STIPDG/APPLICATION REQUIREMENTS

To receive full consideration and review, applicants must complete and submit all required information and
documents requested online at http://stipdg.e.twc.edu/. Refer any questions or inquiries to:

STIPDG Internship Program
The Washington Center For Internships and Academic Seminars
1333 16th Street, NW
Washington, DC 20036 or e-mail DOTSTIPDG@twc.edu.

"Required Information" includes:

- 2014 STIPDG Application. FHWA Privacy Policy
- A copy of your most recent Transcript/Grade Record/Report.
- At least one reference letter (if possible with comments) from a department chair, professor, advisor or employer using the Reference Form included within the online application.
- A current Resume, reflecting work experience, volunteerism, awards, leadership, and extra-curricular activities.
- Applicant's Area of Interest/Geographical Preference, also included on the site.
- For Undergraduate Students: A typed essay, one-page, double-spaced, minimum 12-point type, on your transportation interests, describing how your participation in the 2014 STIPDG will enhance your educational and career plans and goals.
- For Graduate Students: A writing sample representing your educational and career plans and goals (not to exceed 2 pages).
- For Law Students: A Legal Writing Sample (not to exceed 5 pages).

Special Notes/Suggestions:

- Applicants who fail to submit a COMPLETE Online Application by the closing date will not receive full consideration, review, or be forwarded for ultimate selection.
- All applicants are encouraged to mark/identify as many occupations, offices, interests and geographical locations as applicable to your career goals. By marking more than one interest and geographical location, you are increasing your opportunities for placement.

(D) HOW THE 2014 STIPDG APPLICANTS WILL BE EVALUATED/SELECTED

Applicants are encouraged to submit all "Required Information" as soon as possible as selections may be identified on an on-going basis. All application packages will be reviewed, scored, and evaluated based on the merit and completeness of the "Required Criteria":

1. The 2014 STIPDG Application — ( http://stipdg.e.twc.edu/ ); fully address the information requested;
2. Copy of Your Transcript/Grade Record/Report — submit your most recent reflecting your Cumulative GPA. Priority will be given to Applicants with GPA's of 3.0 or better.
3. One Reference — print the form contained within the online application, have it completed by a department chair, professor, advisor, or employer to include comments, if possible and submit it with your application;
4. Your Resume — submit one reflecting work experience, volunteerism, awards, leadership, and extra-curricular activities; preferable supporting the type of transportation experience you are seeking;
5. A Writing Sample — Undergraduate Students: submit a typed essay, one-page, double-spaced, minimum 12-point type, on your transportation interests, describing how your participation in the 2014 STIPDG will enhance your educational and career plans and goals; Graduate Students: submit a writing sample (not to exceed 2 pages) representing your educational and career plans and goals, and Law Students: submit a legal writing sample (not to exceed 5 pages).
A STIPDG Panel will rate and evaluate all application packages based on a rating system.

(E) THE 2014 STIPDG DEADLINE FOR SELECTING PARTICIPANTS

The FHWA's Office of Human Resources (OHR) is responsible for selecting anywhere from 80 to 100 students, including Law, Graduate, and Undergraduate rising juniors and seniors from across the country to participate in the 2014 STIPDG. Applicants submitting COMPLETED applications will be reviewed and rated immediately upon receipt. The FHWA's Office of Human Resources will work with the U.S. DOT sponsoring Offices to select the final number of assignments and participants based on the availability of funding for the program, and to include a wide variety of Transportation-related disciplines. Primarily, students selected to participate in the 2014 STIPDG will be assigned to a Mentor and project based on their areas of interest and/or majors. Where one-to-one matches cannot be made, applicants may be offered assignments "not directly related" to their majors. The FHWA's Office of Human Resources will notify all students of their status in writing via e-mail confirmations no later than May 1, 2014. Students selected for participation will have 5-business days to reply to the offer e-mails, before the offers may be made to other qualified applicants.

(F) About the 2014 STIPDG PROGRAM EXPERIENCE: MANAGEMENT/BENEFITS

Now in its 24th year, the 2014 Summer Transportation Internship Program for Diverse Groups is a critical component of the U.S. DOT/FHWA's student recruitment efforts. The STIPDG is committed to ensuring a quality experience in transportation. The program is unique because of the many program benefits and features that are listed below.

2014 STIPDG PARTICIPANTS' BENEFITS

- **2014 STIPDG Stipends**: Since the STIPDG experience is a special training opportunity and not a Federal job, participants do not receive annual or sick leave or other Federal Government benefits during their 10 weeks. As mentioned above, students are not Federal employees and become employees of the Contractor selected to manage the daily activities. **Law and Graduate Participants will receive a total stipend not-to exceed $5000, and Undergraduate participants will receive a total stipend not- to-exceed $4000, for their 10 weeks.** The bi-weekly stipends are subject to taxation in accordance with the Internal Revenue Service (IRS), and are distributed via the payroll account of the Contractor selected to manage the daily activities of the 2014 STIPDG. The Contractor also will be responsible for forwarding a W-4 and I-9 to all STIPDG 2014 participants for that tax year.

- **2014 STIPDG Housing**: During the program, participants will reside in housing procured by the Contractor. The Contractor is responsible for coordinating and paying for all housing for STIPDG 2014 participants. The Contractor, not the student, is responsible for all 2014 STIPDG housing arrangements. The Contractor verifies with the FHWA that the housing is decent, safe, FEMA-approved, and ADA-compliant and accessible. Housing will be in close proximity to the worksites for approved assignments and can include placement in the Washington, D.C. area or throughout the United States. **The program only provides funding for shared housing for participants accepting assignments more than 50 miles (one way) away from their permanent residences.** Actual housing accommodations will vary by location and can include college/university quarters. Housing accommodations can and typically do require shared-living arrangements with other interns. Participants may opt not to accept the shared housing, but **will not be reimbursed** by the Contractor, U.S. DOT, FHWA, or other participating program office, for housing obtained independently, and
without the advanced written approval of the Contractor and Office of Human Resources. Housing is provided solely for 2014 STIPDG participants and cannot be used for non-participants. Participants who fail to honor the STIPDG 2014 housing requirements will forfeit all remaining stipends and other related benefits and will be immediately removed from the program.

- **2014 STIPDG Transportation and Related Travel**: Through the Contractor, the STIPDG 2014 Program pays for all travel and transportation expenses associated with relocations for participants whose permanent residence is more than 50 miles (one way) away from their assignment location. The Contractor, not the student, will be responsible for procuring and securing, all primary transportation and travel related to the participants' assignments. This specifically includes travel expenses to and from the participants' homes to their assigned summer assignment locations and back, travel associated with approved conferences, workshops, and field trips specific to the assignments, and travel associated with closeout activities in Washington, D.C. Again, this only applies when the assignment is more than 50 miles (one-way) from the participants' residence.

- **A Special Note Regarding College Credit**: Colleges/Universities with students selected for the 2014 STIPDG are encouraged to grant three (3) academic college credits to the interns upon the completion of the program. However, the college or university officials at each institution are the authority on final decisions. Students should discuss arrangements with their institutions, prior to starting the program.

For further information about the 2014 STIPDG, Contact:

Program Chief,
Angel Correa, 202-366-2535
angel.correa@dot.gov

---

**Frequently Asked STIPDG Q & A's**

**Admission to the Intern Program**

<table>
<thead>
<tr>
<th>Q. 1</th>
<th>How do I apply?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Please refer to Part C, <strong>HOW TO APPLY FOR THE 2014 STIPDG/APPLICATION REQUIREMENTS</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q. 2</th>
<th>What is the deadline for applications?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Completed Applications must be postmarked by by December 23, 2013 to receive full consideration for the 2014 STIPDG.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q. 3</th>
<th>How will applicants be evaluated for the 2014 STIPDG?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Please refer to Part D, <strong>HOW THE 2014 STIPDG APPLICANTS WILL BE EVALUATED/SELECTED</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q. 4</th>
<th>Must I be a U.S. Citizen to participate in the STIPDG program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Yes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q. 5</th>
<th>Are interviews a part of the selection process or a requirement for participation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Interviews are not a requirement for selection, though interviews are typically conducted, either in person or by telephone, to ensure that a potential assignment is well suited to an</td>
</tr>
</tbody>
</table>
**Q. 6** I am now a senior and will graduate in the Spring of 2014; can I participate in the 2014 STIPDG?

**A.** Students graduating in the Spring of 2014 may participate, if they have applied for and have a letter of acceptance to graduate school for the Fall Term of 2014. For more details, please refer to Part B, Number (5), titled: **2014 STIPDG ELIGIBILITY REQUIREMENTS**.

**Q. 7** I am in law school. What are the admission requirements for Law Students?

**A.** Law Students must be entering their second or third year of law school in the Fall of 2014. For more details, please refer to Part B, Number (4), titled: **2014 STIPDG ELIGIBILITY REQUIREMENTS**.

**Q. 8** When will I be notified if I’ve been selected?

**A.** Selections will be made as applications are received. All applicants will be notified of their status in writing via e-mail no later than May 1, 2014. Students selected to participate will have five business days to reply by e-mail to the offer before the offer may be made to other qualified applicants.

**Q. 9** I have been a STIPDG intern before. Am I eligible to be selected for participation again?

**A.** Yes, previous interns may apply and are eligible for participation. However, previous participants will not be given preferential treatment in the selection process.

---

**Participants' Benefits and Responsibilities**

**Q. 10** Do interns receive compensation? Is STIPDG a paid internship program?

**A.** Yes, interns are given assignments that require them to work a standard 40-hour workweek for the 10-week program for which they are compensated with a bi-weekly stipend. Undergraduate students receive a total stipend of $4,000. Graduate and Law students receive total stipends of $5,000. Standard local, state, and Federal deductions will be taken based on exemption information provided by the interns. Since the participants become employees of the Contractor selected to manage the daily activities of the 2014 STIPDG, all bi-weekly payments will be paid via the Contractor's payroll system, and not that of the Federal Government. All deposits will be made as direct-deposits to the participant's preferred banking institution, if proper paperwork is provided.

**Q. 11** I am a senior and have been accepted to graduate school for the Fall term. If I am accepted into the 2014 STIPDG program and participate this summer, will I qualify for the stipend for Graduate Students?

**A.** If you are an Undergraduate student at the time of your application, you will be considered for an assignment at the undergraduate level and will receive the stipend level paid to undergraduate interns. Only matriculating Graduate students will receive the graduate level stipend.

**Q. 12** Will I be considered a government employee during my internship?

**A.** No, 2014 STIPDG participants are not Federal Government employees, nor will they receive Government benefits during their 10-week internship. They will be employees of the Contractor selected to manage this program for the Department of Transportation's Federal
### Q. 13 What is the normal work schedule and location?

**A.** Work schedules are typically forty hours per week, comprised of eight hour days worked Monday through Friday. However, interns and Mentors may agree to modify the schedule to suit the work assignment. The work location is typically in a U.S. Department of Transportation modal administration in Washington, D.C. (Headquarters), or at a participating field location with the U.S. Territory. The work site may also include a State DOT office or partnering organizations. All assignments require a mentor employed by the Federal Government, particularly, the U.S. DOT or a U.S. DOT Operating Administration.

### Q. 14 How is a placement site determined?

**A.** Assignment location is based on numerous factors, the most important being the applicant's major, preference for a particular U.S. DOT Operating Administration, and to an extent, geographic preference. STIPDG program officials attempt to match these preferences with available assignments based upon further consideration of the applicant's skills, background (like courses taken in a particular area of study), and interests. Critical Point: Submission of all "Required Information" will ensure the immediate review and rating of your application. Delays in submitting the required information/documentation will further delay the Selection Panel's ability to rate, review, and refer your application to sponsoring U.S. DOT offices that may be interested in someone with your major/s and interest/s.

### Q. 15 Does a STIPDG internship qualify me for college credit at my college or university? How do I go about arranging to get credit for my assignment?

**A.** The colleges and universities attended by participating interns are encouraged to grant academic credit to interns upon completion of the 10-week program. However, the college or university officials at each institution are the final authority on any decision to do so and students should discuss the granting of credit, in advance, with their respective institutions. Institutions may contact the STIPDG Program Coordinator at 202-366-2907 to discuss the specific nature of an assignment to assess content and relevance.

### Q. 16 What other components are there to STIPDG besides the internship?

**A.** In addition to the internship experience, accepted students will also participate in an orientation, career development seminars, academic workshops (such as position paper writing, civic engagement projects and Legal simulations), field trips, a student symposium, closing ceremony events and other professional development elements to help students learn more about the field of transportation and the federal government. Students will receive more specifics in a syllabus and program manual before or during orientation.

### Housing, Transportation, and Expenses

### Q. 17 Is transportation provided to the assignment location?

**A.** Yes, interns living more than 50 miles (one-way) from their assigned location will be provided transportation from their residence to the assignment location at the beginning of the program. Interns placed in assignments in field offices or sites outside of Headquarters will spend the last week of their internship in Washington D.C. attending end-of-program activities and will be provided transportation from D.C. back to their residence. Interns who choose to drive to and from their assignment location at the beginning and end of the program, in lieu of airplane fare,
will be reimbursed travel costs for travel in their privately owned vehicle. Daily transportation to-and-from the internship worksite, will be the responsibility of all interns. Adequate public transportation access is always considered by the Contractor prior to selecting housing accommodations.

<table>
<thead>
<tr>
<th>Q. 18</th>
<th>Is housing provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Yes, interns who live more than 50 miles (one-way) from their assignment location will be provided housing. In locations where there are multiple assignments, interns will be asked to share housing with one or two roommates. Participants are housed with participants of the same gender. They share living quarters in a lodging based on Government-approved standards for housing.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q. 19</th>
<th>May I choose to secure my own housing and have the STIPDG program reimburse me for my housing costs?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Interns may secure their own housing. However, interns wishing to use or choose their own housing will not be reimbursed or provided a housing allowance by any component of the 2014 STIPDG.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q. 20</th>
<th>If I drive my car to my STIPDG assignment, and I am asked to use my privately owned vehicle while performing my assignment, can I be reimbursed for expenses associated with my assignment?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Yes, if you use your own vehicle <em>while performing duties</em> of your STIPDG assignment, you will be reimbursed for mileage, tolls and parking. However, you <em>must</em> have written approval in advance of the STIPDG Contractor and the U.S. DOT/FHWA STIPDG Program Manager. The Mentor will be consulted for such occurrences.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q. 21</th>
<th>I have a family member or friend coming to visit; may they stay in the housing provided by the 2014 STIPDG Program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. No. STIPDG housing is provided solely for STIPDG participants and cannot be used for non-participants. Participants who do not respect this rule will be asked to leave the program immediately and will forfeit all remaining stipends and other tangible and non-tangible benefits associated with the program.</td>
<td></td>
</tr>
</tbody>
</table>