

**U.S. Department of Transportation**  
**Entrepreneurial Training Women and Girls Internship Program**  
**Great Lakes Region Small Business Transportation Resource Center**

November 10, 2011

U.S. Department of Transportation Federal Highway Administration  
FHWA Resource Center- Matteson, IL  
4749 Lincoln Mall Drive suite 600  
Matteson, IL. 60443

Dear Federal Highway Administration Resource Center,

I am the Program Manager for the U.S. DOT Entrepreneurial Training Women and Girls Internship Program of the Great Lakes Region Small Business Transportation Resource Center (SBTRC) at the Illinois Hispanic Chamber of Commerce. We would like to invite your company to participate in the Women and Girls Internship Program.

In 2009, the U.S. Department of Transportation (DOT) created a pilot internship program with Spelman College to encourage young women to pursue transportation as a career. The program was a part of a broader effort, led by the White House Council on Women and Girls, to ensure that federal programs and policies take into account the distinct needs and concerns of women and girls. Due to the success of the pilot program, the Women and Girls Internship Program was expanded to the regional SBTRCs, including the Great Lakes Region. The internships are a direct way to help educate the participating women on the exciting opportunities available in the transportation infrastructure industry and inspire them to enter the science, engineering, and technology fields.

Interns through the program are placed at transportation related companies and government agencies when they are attending school during fall or spring semesters. The student applicants can be of any level at an accredited university (undergraduate, graduate, etc), and come from many different disciplines. We ask that companies interested in participating indicate the preference on class level and majors for us to better match students.

In order to begin preparation for the spring term and to confirm your company's participation please submit the attached forms. If you have any questions please contact me directly!

For additional information about the program and U.S. DOT's efforts, please visit [www.osdbu.dot.gov/WG/](http://www.osdbu.dot.gov/WG/) or contact the Great Lakes Region Small Business Transportation Resource Center.

Thank you,

Kelley Sheehan  
Great Lakes Region Small Business Transportation Resource Center (SBTRC)  
Women and Girls Internship Program Manager  
At the Illinois Hispanic Chamber of Commerce  
855 W. Adams Suite 100  
Chicago, Illinois 60607  
312-425-9500 (p)

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**Intern Request Form**

I, \_\_\_\_\_ (Individual's name) confirm that  
\_\_\_\_\_ (Name of Company) is interested in hosting an intern  
for the \_\_\_\_\_ (Spring 2012/ Fall 2012) Semester.

Do you have a preference on student status (undergraduate or graduate)?  Yes  No  
If so, would you prefer an undergraduate or graduate student? \_\_\_\_\_

Please check which major of studies you would accept for an intern matched with your company:

- |  |   |
|--|---|
| <input type="checkbox"/> Accounting                            | <input type="checkbox"/> Environmental Studies  |
| <input type="checkbox"/> Architecture                          | <input type="checkbox"/> Finance                |
| <input type="checkbox"/> Aviation                              | <input type="checkbox"/> Marketing              |
| <input type="checkbox"/> Business                              | <input type="checkbox"/> Public Administration  |
| <input type="checkbox"/> Communications                        | <input type="checkbox"/> Public Works           |
| <input type="checkbox"/> Computer Science                      | <input type="checkbox"/> Supply Chain Logistics |
| <input type="checkbox"/> Construction Management               | <input type="checkbox"/> Other                  |
| <input type="checkbox"/> Engineering<br>(please specify) _____ | (please specify) _____                          |

If we are able to match a student to your company how many hours will you require the intern to complete?

- 50-75                       75-100                       100-125

Does your company already have an internship program in place?  Yes  No  
If so, do you pay your interns (and if possible, at what rate)? \_\_\_\_\_

If your company requires a background check please check here:

If you have a preference on internship start dates please indicate below:

- Spring 2012    January 15                       February 1                       March 1  
Fall 2012      September 1                       September 15                       October 1

**Participating placement organizations include:** Antigua Construction, Bear Consturction, CivCon Services, Cutting Edge Electric, Corre Inc., Environmental Analysis, Foth, HACIA, HNTB, Illinois Tollway, Illinois Department of Transportation, Michigan Department of Transportation, Milhouse Engineering and Construction Co., Primera Engineers, Resolute Consulting, and Stat Analysis.

Participating interns have attended the following schools: DePaul University, DeVry University, Eastern Michigan University, Harold Washington College, Highland Community College, Illinois Institute of Technology (IIT), Kennedy King/Dawson Technical Institute, Morton College, University of Phoenix, University of Illinois-Chicago.

**Along with this form and the conditional partnership form please submit a job description so we can best match students and host companies. Thank you!**

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**Conditional Partnership Agreement**

Supervisor Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Be it known that \_\_\_\_\_(Intern Host Company) agrees to provide Great Lakes Region Small Business Transportation Resource Center (Illinois Hispanic Chamber of Commerce) with the following items as part of their hosting of a Women and Girls Entrepreneurial Training and Technical Assistance Internship Program intern:

- Signed Bi-weekly timesheets keeping track of intern's hours (overall total minimum of 50 hours), which are to be submitted by the intern to their Great Lakes SBTRC Program Coordinator.
- End of Internship evaluation on the intern turned in promptly at end of intern completion of 50 hours.

We also ask that, the supervisor of the intern agree to provide challenging and meaningful work, as well as be accessible for questions, supervision, and assistance.

**Stipend/ Class Credit Information:**

At the end of the internship, if the intern qualified for a need based stipend, the intern will receive a payment of \$1,000 from the Illinois Hispanic Chamber of Commerce, which operates The Great Lakes Region Small Business Transportation Resource Center.

US Department of Transportation: Great Lakes Region Small Business Transportation Resource Center will be available to provide the documentation from the host company to the student or school.

NOTE: Stipend payment has to be approved by the US DOT is contingent upon receiving all documents: timesheets from host agency, evaluation from host company and intern, and the intern's internship completion essay.

Signing this document notes that the supervisor and company has agreed to these terms.

**THIS IS A CONDITIONAL PARTNERSHIP AGREEMENT.**

Accepted by:

\_\_\_\_\_  
**Intern Supervisor**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Date**

Kelley Sheehan  
\_\_\_\_\_  
**Internship Program Manager**

855 w. Adams Suite 100 Chicago, IL

\_\_\_\_\_  
**Address**