# **PennDOT Summer Internships**

Learn about PennDOT Internships for college students by reading the descriptions below and by viewing our Summer Employment Program pamphlet (PUB 779) on our Forms, Publications & Maps webpage.

## Engineering, Scientific, and Technical Interns

#### Engineering

Engineering, science, and technology students may apply for internships in our seasonal construction, STAMPP (Systematic Technique to Analyze and Manage Pennsylvania Pavement), or roadside development. Construction internships give students experience in inspection, materials testing, and documentation related to highway and bridge construction projects. STAMPP survey crews collect data on roadway conditions. A limited number of positions in the roadside development program provide experience in vegetation and soils management.

First consideration must be given to applicants who are enrolled in civil engineering, followed by, closely related engineering or engineering support majors. The overall goal is to hire only students who can be reached for permanent employment upon graduation, resulting in a career progression within the Department.

#### Requirements:

Students must be currently enrolled full-time (carrying 12 or more undergraduate credits or 9 or more graduate credits), be enrolled full-time for the upcoming fall semester, be in good academic standing, and must be enrolled in a major in the Engineering or Engineering Technology field to be considered for internship positions. Students must also have completed their 1st year in a 2 year Associate Degree Program or 4 year Bachelor Degree program.

Engineering majors include Civil Engineering, Architectural Engineering, Civil Structural Engineering, Hydraulic Engineering, Civil Engineering Systems, or any Engineering discipline with anticipation of obtaining 24 credits in Civil Engineering or Engineering Technology.

Engineering Technology majors include: Engineering Mechanics, Mechanical, Architectural, Structural, Contracting Building and Construction, Electrical, or Electronics. Majors in career studies with anticipation of obtaining at least 12 credit hours in drafting, design, surveying, and other related courses are also acceptable.

#### Non-Engineering

Students in non-engineering majors <u>related to internship needs</u> may apply for a limited number of non-engineering internships. These positions provide practical experience in administration and management. First consideration must be given to applicants who are enrolled in majors related to permanent job classes within the Department. The overall goal is to hire students who can be reached for permanent

employment upon graduation, resulting in a career progression within the Department.

#### Requirements:

Students must be currently enrolled full-time (carrying 12 or more undergraduate credits or 9 or more graduate credits), be enrolled full-time for the upcoming fall semester, and in good academic standing to be considered for internship positions. Students must also have completed their 1st year in a 2-year Associate Degree Program or a 4-year Bachelor Degree Program.

Hiring Periods: The majority of internship hiring is in the Summer Program beginning April 1st and ending October 31st. Applications for the summer program will be accepted beginning January 1st through March 30th.

To Apply for both Engineering and Non-Engineering Internships: Students must complete the PennDOT Internship Application, which can be located on our Forms, Publications & Maps page by searching for Internship Application (P-5). Internship applications may be submitted online or mailed to the local Human Resource Office. Our preference is that applications are submitted online to expedite the process.

Students may be able to obtain academic credit through participation in PennDOT's internship program in addition to the valuable work experience and compensation they will receive during the internship. Interested students should discuss this with their academic advisor to determine if their school offers credit for paid internships.

#### After Submitting Your Application:

Once you have submitted your ESTI application, you may begin to prepare supplemental forms that will be required at the time of interview. They are the Relative Information Form (P-6), Reference Verification Form (P-54), and Academic Verification Statement – ESTI (P-4EST), and can be accessed on our Forms, Publications & Maps page. In addition, the PHEAA State Work-Study Program Application is located in the Resources sidebar, which you can navigate to by clicking on Read More under PennDOT Jobs on the homepage.

#### **Government Service Interns**

College students in any major are hired in support of PennDOT's highway maintenance crews. Students perform laboring duties in the maintenance organizations and at worksites along the highway. A limited number of jobs are also available in the Central Office.

#### Requirements:

High School graduates, aged 18 or older, who are enrolled full-time (12 or more undergraduate credits) for the upcoming fall semester may apply. Current college students who are enrolled full-time (12 or more undergraduate credits or 9 or more

graduate credits) for the upcoming fall semester and in good academic standing may also apply.

#### To Apply:

A non-civil service employment application and information can be found at www.employment.pa.gov. The majority of internship hiring is in the Summer Program beginning April 1st and ending October 31st. Applications for the summer program will be accepted beginning January 1st through March 30th.

Students may be able to obtain academic credit through participation in PennDOT's internship program in addition to the valuable work experience and compensation they will receive during the internship. Interested students should discuss this with their academic advisor to determine if their school offers credit for paid internships.

### After Submitting Your Application:

Once you have submitted your GSI application, you may begin to prepare supplemental forms that will be required at the time of interview. They are the Relative Information Form (P-6), Reference Verification Form (P-54), and Academic Verification Statement – GSI (P-4GS), and can be accessed on our Forms, Publications & Maps page.