



## DOT Minority Serving Institutions and Educational Partnerships Program

## Key Features of the MSI Internship Program

### MSI Program Contact Information

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## U.S. Department of Transportation Departmental Office of Civil Rights



# Minority Serving Institutions and Educational Partnerships

*"Ensuring Equal Opportunity in all  
DOT Educational Programs and Activities"*

The U.S. Department of Transportation (DOT) is committed to ensuring effective implementation of White House educational initiatives directed at Historically Black Colleges and Universities, Asian Americans and Pacific Islanders, Hispanic Serving Institutions, Tribal Colleges and Universities, and persons with disabilities. The Minority Serving Institutions (MSI) and Educational Partnerships Staff, located in Washington, DC, provides oversight, program management, and coordination of the Departmentwide implementation of these initiatives under the umbrella of the DOT MSI Program.

### Executive Orders (E.O.) Governing DOT MSI Program

- E.O. 13216, Increasing Opportunity and Improving Quality of Life of Asian Americans and Pacific Islanders
- E.O. 13230, Educational Excellence for Hispanic Americans
- E.O. 13256, Historically Black Colleges and Universities
- E.O. 13163, Increasing the Opportunity for Individuals with Disabilities to be Employed in the Federal Government
- E.O. 13270, Tribal Colleges and Universities
- E.O. 13078, Increasing Employment of Adults with Disabilities
- E.O. 13096, American Indian and Alaska Native Education

### Program Goals

- Advance equal opportunity in higher education, strengthen the capacity of MSIs to provide the highest quality education, and increase opportunities for MSIs to participate in and benefit from DOT programs and activities.
- Advance Presidential initiatives aimed at improving the quality of life and educational excellence for MSI students, Asian Americans and Pacific Islanders, and persons with disabilities.
- Ensure equal opportunity for MSIs, MSI students, and MSI faculty to participate in DOT educational programs, including educational grants, research, development and technology activities.
- Promote a diverse and highly skilled current and future DOT workforce through initiatives that encourage MSI students, Asian Americans and Pacific Islanders, and persons with disabilities to pursue careers in transportation.

### Program Administration

The Minority Serving Institutions and Educational Partnerships Staff (MSI Staff) is the primary focal point and liaison for DOT's MSI activities at the Office of the Secretary level. The MSI Staff provides Departmentwide oversight, program management, and coordination of the planning, implementation, and reporting on the DOT MSI Program. For the most part, the activities administered by the MSI Staff are established by Executive Orders. These activities are aimed at institutions, students, faculty, and appropriate public and private organization partnerships. The ONEDOT MSI Internship Program is one of the major activities administered by the MSI Staff.

### ONEDOT Minority Serving Institutions Internship Program

To enhance diversity and to facilitate the development of a world class, safe, and technologically superior transportation workforce for the 21st century, DOT sponsors the ONEDOT Minority Serving Institutions Internship Program. MSI students, Asian American and Pacific Islander students, and students with disabilities are exposed to career experiences within the Department's organizations. The key features of the MSI Internship Program are described below.

### Objectives:

- Increase educational opportunities for under-served populations.
- Merge academic study with practical work experience for students majoring in relevant fields and related disciplines.
- Create a pool of talented students to explore and understand professional practices within DOT through exposure to research and development, technology, administration, and the Federal government environment.
- Provide professional experience for ethnically diverse students and students with disabilities that will enable them to make informed career choices.
- Create a pool of potential, future employees who have had positive, meaningful work experiences with the Federal government, and consider DOT as a serious career choice.

## How the Program Works:

The MSI Internship Program offers internship opportunities during the spring, summer and fall for students from the Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, and Asian American and Pacific Islander, and disability communities.

Summer (June-August) .....10 Weeks  
Fall (August-December).....15 Weeks  
Spring (January-May).....15 Weeks

## Highlights

- Students must have a minimum cumulative grade point average of 3.0, be currently enrolled in a college or university as a sophomore or above, and be a U.S. Citizen.
- Students are paid a stipend and receive assistance with housing during their internship with DOT.
- Students intern at DOT sites in Washington, DC, and field locations throughout the country.
- DOT organizations identify internship opportunities; specify preferred educational background, skills, and other credentials; make final student selections; and provide intern supervision, mentoring, and evaluation.
- Private or nonprofit partner MSI organizations provide administrative support to DOT in the recruitment, screening, housing and the payment of stipends to students.
- Interns are on the payroll of the private or nonprofit partner MSI organization. Interns do not count against Federal full-time equivalent personnel ceilings.
- Private or nonprofit MSI partner organizations pay interns a stipend and allowance for travel to and from their internship locations. Special orientations, workshops, field trips, and counseling are also provided.

*Student interns are recruited to work in the disciplines that closely match their field of academic study.*



## Frequently Asked Questions

### *“Educating Tomorrow’s Transportation Workforce”*

- Q. *What is the application deadline for summer internships?***  
**A.** May 15
- Q. *If a student works during the fall and also wants to intern for the spring or summer, is that possible?***  
**A.** Yes, interns can reapply for positions in DOT as long as a DOT organization has an intern position to fill, and the intern continues to be enrolled in a participating MSI educational institution. The MSI Staff is available to assist with coordinating any special needs or circumstances.
- Q. *Who is responsible for locating student housing?***  
**A.** The MSI partner organization works closely with interns to locate safe and affordable housing within commuting distance of the work site. Host sites may provide low-cost or free housing to interns if such quarters are available. We encourage host supervisors to explore all options. In instances where several interns are working at the same site or in close proximity to one another, efforts will be made by the MSI partner to locate common housing.
- Q. *If an intern has family or friends in the area, can the intern live with them during the internship period?***  
**A.** Yes, however, the intern must provide the MSI partner organization with the name, address, and telephone number of the household hosting the intern. Otherwise, housing will be arranged.
- Q. *What if an intern doesn’t work out?***  
**A.** MSI partners work with program managers to resolve issues that may exist between interns and host mentors. If problems exist and cannot be resolved, the internship can be terminated.
- Q. *What if an office or intern wants to extend the period of the internship?***  
**A.** The period of the internship can be extended as long as the intern is enrolled in school and the hosting office agrees to pay the additional cost.

## DOT Partner Organizations

The National Association for Equal Opportunity in Higher Education and ADNET Systems, Inc. provide administrative support for the ONEDOT MSI Internship Program. Students may wish to apply directly to one of these DOT MSI partner organizations for application materials:



***National Association for Equal Opportunity in Higher Education (NAFEO)***  
8701 Georgia Avenue, Suite 200  
Silver Spring, MD 20910  
Telephone: (301) 650-2440  
Fax: (301) 495-3306  
<http://www.nafeo.org/>

The NAFEO recruits students from Historically Black Colleges and Universities and other institutions for internships within DOT. Interns are recruited through faculty nominations and advertisements at the respective member colleges. While there is an attempt to place all interested students, those that have above a 3.0 grade point average and strong computer skills, tend to fare better in the selection process. Students receive a stipend and housing assistance. Enrichment activities are also part of the internship experience.

### ***ADNET Systems Inc.***

11260 Roger Bacon Drive  
Suite 403  
Reston, VA 20190  
Telephone: 703-709-7218  
Fax: 703-709-7219  
<http://www.adnet-sys.com>



Through its educational program, ADNET Systems works with Hispanic Serving Institutions, Tribal Colleges and Universities, Asian Americans and Pacific Islanders, Historically Black Colleges and Universities, and institutions with a high percentage of persons with disabilities to recruit well-qualified and motivated DOT student interns. Students selected for the program are undergraduate and graduate students, have a minimum 3.0 grade point average and are active in campus and community activities. Students are also provided technical and cultural enrichment opportunities.

## Participating DOT Organizations

Students are provided internship opportunities with the following organizations:

- Office of the Secretary
- Bureau of Transportation Statistics
- Federal Aviation Administration
- Federal Highway Administration
- Federal Motor Carrier Safety Administration
- Federal Railroad Administration
- Federal Transit Administration
- Maritime Administration
- National Highway Traffic Safety Administration
- Research and Special Programs Administration
- St. Lawrence Seaway Development Corporation

### Additional Information:

Detailed information on applying for student internships can be found on the MSI website located at:

<http://www.dot.gov/ost/docr/msi/main.html>.