



Summer Transportation Internship Program for Diverse Groups

<http://www.fhwa.dot.gov/education/stipdg.htm>

Internship Period
June 7, 2004 – August 13, 2004



U.S. Department of Transportation
Federal Highway Administration

Applications should be received on or before February 27, 2004. The internship participation period is June 7, 2004 through August 13, 2004.

Complete all pages and mail materials to:

STIPDG Intern Program
P.O. Box 44088
Washington, DC 20026-4088

The STIPDG is a part of the Garrett A. Morgan Technology and Transportation Futures Program (GAMTTFP), an educational initiative of the U.S. Department of Transportation (DOT). The GAMTTFP makes students of all ages aware of the many opportunities for achievement and service in transportation.

THERE'S A PLACE FOR YOU IN THE FIELD OF TRANSPORTATION

The Summer Transportation Internship Program for Diverse Groups (STIPDG) is an important part of the Department of Transportation's intermodal effort to promote the entry of women, persons with disabilities, and members of diverse groups into transportation careers where these groups are under represented. Exciting new opportunities are available for students in a wide variety of fields, including but not limited to:

- ★ Engineering
- ★ Planning
- ★ Economics
- ★ Transportation Management
- ★ Environment
- ★ Hazardous Materials
- ★ Aviation
- ★ Business
- ★ Public Administration
- ★ Management Information Systems
- ★ Law
- ★ Criminal Justice
- ★ Marketing

A Commitment to Diversity

As the transportation field grows, the Department of Transportation (DOT) is continuing its long-standing commitment to promote workplace diversity. The internship program is one of many DOT programs aimed at fostering and ensuring equal opportunity.

About the Program

The internship program offers interns an exciting 10-week agenda of transportation research, work experience, and field trips to introduce them to the many aspects of the complex field of transportation. Students of various disciplines will work on current issues facing the transportation industry. Each intern may have the opportunity to:

- ★ work at the U.S. DOT in a selected modal administration, in either Washington, D.C., or in selected field offices around the country,
- ★ participate in field trips to transportation related organizations and facilities,
- ★ discuss current transportation issues with key officials,
- ★ participate in and attend workshops, seminars, and field trips based on assignment and location, and
- ★ prepare a written report and make an oral presentation at the end of the internship.

During the program, interns will reside in the Washington, D.C., area or selected field locations. Travel expenses to and from each student's home to

his/her assigned duty location and temporary housing accommodations will be provided to interns whose work assignment location is more than 50 miles (one-way) from their residence. As this is a paid internship program, interns will receive a bi-weekly stipend.

The colleges and universities attended by participating interns 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 final arbiters of any decision to do so.

Students should discuss the possibilities of getting credit for their STIPDG assignment with institutional officials and submit any required institutional documentation for such credit with their STIPDG application. For further information on this option, contact: Lorraine Day at: (202) 366-1159

(or)

U.S. Department of Transportation Summer Transportation Internship Program For Diverse Groups

Federal Highway Administration
Office of Human Resources
HAHR-3, Room 4323
400 7th Street, SW
Washington, D.C. 20590
(202) 366-1159 (or) (202) 366-6149

Requirements

1. Applicants must be U. S. citizens currently enrolled in a degree granting program of study at an accredited institution of higher learning at the undergraduate (college, university, or Tribal College) or graduate levels. Tribal Colleges may include junior colleges and community colleges.
2. Undergraduate applicants must be students who will be juniors or seniors in the fall of 2004 or will have completed their "first year" of school if attending a Tribal College.
3. Students who graduate during the spring or summer semester of 2004 are not eligible for consideration for STIPDG unless: (1) they have been accepted for enrollment in graduate school; or (2) have been accepted for enrollment in an institution of higher education, if a junior college/community college student. A copy of the letter of acceptance to graduate school or the institution of higher education must be submitted with the STIPDG application. If the acceptance is pending, the student must indicate that when

the application is submitted.

4. Students currently enrolled in a degree-granting program at the graduate level at an accredited institution of higher learning may apply.
5. Undergraduate and graduate students must possess, at the time of application, a minimum Grade Point Average (GPA) of 3.0 or the equivalent.
6. Law students may apply if they will enter their second or third year of law school in the fall of 2004.
7. Selection for participation in the STIPDG will be based on an expressed interest in pursuing a transportation-related career and:
 - ★ GPA or class standing
 - ★ Reference from a professor or advisor. Additional references may be submitted.
 - ★ Essay on your transportation interest(s)
 - ★ Areas of interest outside of school
 - ★ Completeness of application package
8. Former interns may apply but will not receive preferential consideration.
9. All qualified applicants will be considered regardless of race, color, religion, national origin, gender, age, disability, or marital status.

Conditions of Appointment

The STIPDG is a full-time program. Failure to comply with the program policies, requirements, and guidelines will constitute grounds for termination. Although the STIPDG is funded by the DOT, interns are not DOT employees during the program and will not receive Federal employee benefits and privileges. The acceptance of a student as a STIPDG participant does not constitute an offer of later employment, but does not preclude such an offer being made to eligible candidates who meet the qualifications required for positions in DOT.

Application Materials

Applicants must submit all of the following to be considered:

1. Completed application form, ([stipform.pdf](#), 305KB — requires a [PDF viewer](#) or [stipform.htm](#)). The Internet address is: <http://www.fhwa.dot.gov/education/stipdg.htm>.
2. Copy of the most recent college transcript, or grade record/report.
3. Reference from a professor or advisor. Additional professional references may be submitted.

4. Essay on your Transportation Interest(s).
5. A Biographical Sketch/Resume.
6. Applicant Area(s) of Interest form with no more than three (3) preferred geographical locations for internships.
7. Law Students must also submit a legal writing sample.

Applicants who fail to submit all of the required materials by the closing date may not be considered. Applicants are encouraged to specify which of the agencies within the DOT best represent their interests. However, placement of interns will be determined by DOT needs. Interns will generally be assigned to a mentor(s) and a project assignment based upon their areas of interest and major.

However, where one-to-one matches cannot be made, applicants may be offered assignments in related areas of interest. Project assignments will vary based upon availability. Not all agencies listed will have STIPDG assignments and we cannot assure placement in a particular agency.

Things to consider before applying to the Summer Transportation Internship Program for Diverse Groups:

1. Each intern is expected to remain in the program for the full length of the program commitment (10 weeks). Vacations or non-emergency absences will not be allowed during the 10-week internship.
2. Interns will be expected to arrive on or before the start date of the program and remain until the conclusion of the program. Early departure will result in forfeiture of future stipend payments.
3. DOT will provide shared housing for interns accepting assignments more than 50 miles (one-way) from their residence. Actual housing accommodations will vary by location. However, college university housing, where available, is the preferred housing choice of program administrators.
4. Interns will be expected to use public transportation to commute to and from their work location. In some locations the use of a privately owned vehicle may be the preferred method of transportation while commuting to and from designated assignments. However the use of a privately owned vehicle is not a requirement for participation in the program.

The application form may be downloaded and reproduced. To obtain additional copies, or to inquire about application materials, contact:

STIPDG Intern Program
 P.O. Box 44088 Washington, DC 20026-4088
 E-mail: lorraine.day@fhwa.dot.gov - (202) 366-1159
 (or) Karen.waters@fhwa.dot.gov - (202) 366-6149



Applicants should submit all materials to the following address:

Summer Transportation Internship Program For Diverse Groups
 STIPDG Intern Program
 P.O. Box 44088
 Washington, DC 20026-4088

About the Agencies

The U.S. Department of Transportation consists of modal administrations that focus on specific areas, or modes, of transportation. The Department employs approximately 60,000 civilian and military personnel around the nation. DOT must ensure the safety and reliability of the entire transportation system, protect the interests of consumers, conduct planning and research for the future, and assist states, cities and other communities in meeting their local transportation goals. A brief description of the modal administrations and responsibilities of each is given below.

Office of the Secretary

Leadership of the DOT is provided by the Secretary of Transportation, who is the principal adviser to the President in all matters relating to federal transportation programs. The Office of the Secretary (OST) oversees the formulation of national transportation policy and promotes intermodal transportation. Other responsibilities range from negotiation and implementation of international transportation agreements, assuring the fitness of U.S. airlines, enforcing airline consumer protection regulations, issuance of regulations to prevent alcohol and illegal drug misuse in transportation

systems and preparing transportation legislation.

Federal Highway Administration

The primary mission of the Federal Highway Administration (FHWA) is to ensure that the nation's highway transportation system is safe for public use and able to move people and goods economically and efficiently. Of major concern are the social impacts of the highway system such as safety, environmental quality, and intermodalism — providing efficient links to other transportation modes. Other responsibilities include:

- ★ administering the Federal-aid Highway Program
- ★ promoting highway safety and environmental concerns
- ★ providing technical assistance to the states
- ★ providing technical assistance to other nations
- ★ researching and developing new highway technology
- ★ administering a technology transfer program
- ★ administering the Federal Lands Highway Program

The Federal Motor Carrier Safety Administration

The Federal Motor Carrier Safety Administration's (FMCSA) primary mission is to improve truck and bus safety on the nation's highways by addressing important safety issues and preventing commercial-motor-vehicle-related fatalities and injuries. The FMCSA regulates approximately 630,000 companies, 4 million trucks and buses, and 3 million drivers.

The FMCSA has nearly 1,000 dedicated employees, who are located in more than 70 offices nationwide, including staff in southern border locations near Mexico and personnel also in Puerto Rico. The FMCSA activities that contribute to highway safety include the following:

- ★ administering direct-Federal safety programs
- ★ increasing enforcement on high-risk carriers and drivers
- ★ participation in research and technology initiatives
- ★ strengthening commercial motor vehicle equipment and operating standards
- ★ increasing education, outreach, and safety awareness
- ★ enhancing partnerships with State and local government agencies, industry, safety advocacy groups, and other interested parties

Federal Transit Administration

The Federal Transit Administration (FTA) assists in the development of improved mass transportation equipment, techniques, and facilities in cooperation with state and local authorities. FTA encourages the

planning and development of area-wide urban mass transportation systems, and provides technical and financial assistance to state and local governments. Other responsibilities include:

- ★ assisting in the implementation and regulation of the Americans with Disabilities Act (ADA), and providing funding in the area of rural and specialized transportation initiatives
- ★ providing assistance to a variety of University Research Programs, and initiating transportation demonstration programs for American Indian Tribes
- ★ providing human resources training for American Indian Reservation transit system personnel
- ★ providing assistance to the Advanced Public Transit Systems (APTS)
- ★ providing assistance to minority and women owned and operated firms that do business in the transit field

Federal Railroad Administration

The Federal Railroad Administration (FRA) administers and enforces the Federal laws and regulations designed to promote safety on railroads and at highway-rail crossings. Other responsibilities include:

- ★ conducting research and development in support of improved railroad safety, the national transportation policy, and the future requirements for rail transportation;
- ★ promoting high speed rail development and magnetic levitation transportation technology programs;
- ★ administering financial assistance programs for certain railroads; and
- ★ providing a unified national rail transportation policy.

Research and Special Programs Administration

The Research and Special Programs Administration (RSPA) has headquarters in Washington, D.C. and 10 regional offices around the country. RSPA also oversees a research and development facility, the Volpe National Transportation Systems Center in Cambridge, Massachusetts; and the Transportation Safety Institute in Oklahoma City, which provides safety training programs to DOT and other agencies. RSPA manages a number of diverse and intermodal programs which include:

- ★ pipeline safety
- ★ hazardous materials safety
- ★ transportation safety training
- ★ emergency transportation activities
- ★ technology transfer, university partnerships, and research and development

Bureau of Transportation Statistics

The Bureau of Transportation Statistics (BTS) is an operating administration of the DOT. The agency was formed in December 1992 as required by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. The goals of BTS are to improve the knowledge base for public decisionmaking, and to improve public awareness of the nation's transportation system and its consequences. The BTS analyzes transportation systems using statistics gathering and mapping techniques.

Federal Aviation Administration

The Federal Aviation Administration (FAA) has the responsibility for developing and maintaining a common civil-military system of air navigation and air traffic control. The Air and Airway Development Act of 1970 made the agency responsible for a new airport aid program funded by a special aviation trust fund. The same Act authorized FAA to establish minimum safety standards for airports and to issue operating certificates to air carrier airports meeting those standards. FAA also achieved a semi-automated air traffic control (ATC) system based on a marriage of radar and computer technology.

Maritime Administration

The overall mission of the Maritime Administration (MARAD) is to promote the development and maintenance of an adequate, well-balanced, U.S. merchant marine, sufficient to carry the nation's domestic waterborne commerce and a substantial portion of its waterborne foreign commerce. MARAD also ensures that the merchant marine is capable of serving as a naval and military auxiliary in times of war or national emergency.

National Highway Traffic Safety Administration

The National Highway Traffic Safety Administration (NHTSA) was established by the Highway Safety Act of 1970, as the successor to the National Highway Safety Bureau. NHTSA carries out safety programs under the National Traffic and Motor Vehicle Safety Act of 1966 and the Highway Safety Act of 1966. It also carries out consumer programs established by the Motor Vehicle Information and Cost Savings Act. It sets and enforces fuel economy standards; helps states and local communities reduce the threat of drunk drivers; and promotes the use of safety belts, child safety seats, and air bags.

Saint Lawrence Seaway Development Corporation

The Saint Lawrence Seaway Development Corporation (SLSDC) is a wholly-owned government corporation created by statute on May 13, 1954, to construct, operate and maintain that part of the St. Lawrence Seaway between the Port of Montreal and Lake Erie, within the territorial limits of the United States. The mission of the SLSDC is to serve the U.S. intermodal and international transportation system by improving the operation and maintenance of a safe, reliable, environmentally responsible deep-draft waterway, in cooperation with its Canadian counterpart. The SLSDC also encourages the development of trade through the Great Lakes Seaway System, which contributes to the comprehensive economic and environmental development of the entire Great Lakes region.



U.S. Department of Transportation

Summer Transportation Internship Program for Diverse Groups

STIPDG Intern Program

P.O. Box 44088

Washington, DC 20026-4088

This agency provides reasonable accommodations to applicants with disabilities. If you are accepted into our program and you believe that you will need reasonable accommodations to accomplish any or all phases of the work assignment during the 10-week internship, please contact Lorraine Day at: (202) 366-1159, explaining the nature of accommodation required. This will assist us in matching intern candidates with available work assignments.

APPLICATION

(Please print or type)

1. Applicant Name: _____ 2. Social Security Number: _____
Last First Middle

3. Name of Current College/University: _____ 4. Campus Location: _____

5. College/University Major: _____ 6. Number of Completed Credit Hours: _____

7. Academic Status as of the Upcoming Fall 2004-2005 Semester/Quarter: Junior Senior Graduate Law

8. Expected Graduation Date: _____ 9. Current G.P.A. or Class Standing (If a Law Students): _____

10. List of Institutions of Higher Education Attended with Current or Last Attended Institution First:

Name and Location of Institution	Dates of Attendance	Degree Earned	Date Awarded	Major

11. Permanent Residence Address: _____
Street City State Zip Code

12. Permanent Residence Telephone Number: _____ 13. Cell Phone Number: _____

14. College/University Residence Address: _____
Street City State Zip Code

15. College/University Residence Phone Number: _____ 16. E-Mail Address: _____

17. Are you a U.S. Citizen? Yes No

Essay on your Transportation Interest(s). Describe in detail below how your participation in the STIPDG will enhance your educational plan. Briefly describe your mid- and long-range professional goals as well as your specific transportation-related goal and issues of interest to you. Explain how you would plan to further your education and assist in making future contributions in your field of study. *(NOTE: Interns may be assigned to a mentor(s) and project assignment based upon the information provided in this essay and their major. Attach additional sheet(s) if necessary. Please print or type.)*

Biographical Sketch/Resume. Provide information on the areas listed below.
(Attach additional sheet(s) if necessary.)

1. Work experience:

2. Related experience/training in transportation:

3. Honors/awards received:

4. Volunteer activities:

5. Other:

Applicant Area(s) of Interest

Applicant's Name: _____

Major: _____

Please specify your area(s) of interest and return this sheet with your application. Placement into an area of interest will be determined by agency needs and the availability of projects. **Selection of a particular agency or area of interest does not guarantee placement in such.**

NOTE: If you have an area of interest not indicated in the following items, please specify.

Federal Highway Administration

- Engineering (construction and maintenance, bridge, or pavement)
- Environment and Planning
- Highway Safety
- Traffic Management and Intelligent Transportation Systems (ITS) Applications
- Research and Development
- Civil Rights Program

Federal Railroad Administration

- Hazardous Materials
- High Speed Rail / Railroad Development Issues
- Policy and Research Projects (i.e., environmental, high ground transportation, intermodal terminal and rail passenger services)
- Railroad Safety

Federal Motor Carrier Safety Administration

- Enforcement & Program Delivery Issues
- Research Technology and Information Management
- Policy and Program Development
- Motor Carrier/Hazardous Materials
- Administration / Civil Rights Program (ADA)

Federal Transit Administration

- Civil Rights Program (Americans With Disabilities Act and Disadvantaged Business Enterprise)
- Grants Management
- Transit Management (Technical and Financial Assistance)
- Transit Safety
- Other (specify)

Research and Special Programs Administration

- Hazardous Materials Safety
- Pipeline Safety
- Technology Transfer / Research and Development
- Transportation Safety Training
- Other (specify)

Federal Aviation Administration

- Air Traffic Control and Aviation Technology
- Airfield Construction / Access Roadway Projects
- Land Acquisition and Relocation Regulations
- Highway Design / Planning

Maritime Administration

- National Security
- Inter-Modal Transportation
- Ship Building and Design
- Merchant Marines

National Highway Traffic Safety Administration

- Traffic Safety
- Vehicle Occupant Safety
- Motorcycle Safety
- Law Enforcement Traffic Safety

Saint Lawrence Seaway Development Corporation

- Trade Development
- Vessel Inspection
- Waterway Management

Applicant Area(s) of Interest continued

Applicant's Name:

Major:

Bureau of Transportation Statistics

- Freight and Passenger Data Analysis
- Transportation Economics
- Transportation System Performance

Geographic Locations

(Indicate three (3) Preferences)

Internships may be located in any DOT facility across the United States.

- Headquarters (Washington, D.C., metro area)*
- Eastern Resource Center (Baltimore, MD)*
- MD, VA, PA, VT, NH, MA, ME, CT, NY and other Eastern States
- Southern Resource Center (Atlanta, GA)*
- TX, TN, AL, GA, NC, SC, MS, LA, FL, and other Southern States
- Midwestern Resource Center (Olympia Fields, IL)*
- IL, MO, MN, WI, NE, MI, KS, and other Midwestern States
- Western Resource Center (San Francisco, CA)*
- CA, UT, AZ, WA, CO, and/or other Western States

* **Law school students will only be placed at these locations.**

Frequently Asked STIPDG Q&A'S

ADMISSION TO THE INTERN PROGRAM

Q. *How do I apply?*

A. Directions for applying to the program, including a copy of the application, are provided on the STIPDG web site <http://www.fhwa.dot.gov/education/stipdg.htm> under the heading *Applications Materials*.

Q. *What is the deadline for applications?*

A. Application must be received by February 27, 2004 for consideration for the 2004 program.

Q. *What are the criteria for admission to the STIPDG program?*

A. All applicants must be U.S. citizens. Undergraduate and graduate school applicants must have achieved a GPA of 3.0 or better. Undergraduates must be a rising junior or senior in the Fall of 2004 and graduate students must be currently enrolled in an accredited institution of higher education.

Q. *I attend a Tribal School. What are the criteria for Tribal School applicants?*

A. Applicants must have a GPA of 3.0 or higher and must have completed their first year of school. Tribal Schools may include junior colleges and community colleges.

Q. *I do not attend a Tribal School, but I do attend a junior college/community college and expect to graduate in the Spring of 2004. If I apply, will I be considered for an internship?*

A. Yes, you are eligible for participation and further consideration **if you have applied for acceptance to an institution** of higher education where you will seek your BA/BS degree. The letter of acceptance must be submitted with your application or as soon as possible thereafter if the application is still pending.

Q. *Are interviews a part of the selection process or a requirement for participation?*

A. Interviews are not a requirement for selection, though interviews may be conducted, either in person or by telephone, to ensure that a potential assignment is well suited to an applicant.

Q. *I am now a senior and will graduate in the Spring of 2004; can I participate in the STIPDG this summer, or June of 2004?*

A. Students graduating in the Spring of 2004, may participate if they have applied for and have a letter of acceptance to graduate school for the Fall term of 2004. The letter of acceptance must be submitted with your application, or as soon as possible thereafter if the application to graduate school is still pending. You should indicate in your application that a letter of acceptance from graduate school is pending.

Q. *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 2004.

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

A. You will be notified by March 29, 2004. Prospective interns must accept or decline within three business days of their notification to allow the opportunity to be provided to another student, if the offer is declined.

Q. *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.

PARTICIPATION BENEFITS AND RESPONSIBILITIES

Q. *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 stipend. Undergraduate students receive stipends of \$4,000. Graduate and Law students receive stipends of \$5,000. Standard local, state, and Federal deductions will be taken based on exemption information provided by the interns. The bi-weekly compensation is provided through direct deposit to the intern's personal banking institution.

- Q. *I am a senior and have been accepted in graduate school for the Fall term. If I am accepted into the STIPDG program and participate this summer, what will my stipend be?*
- A. Because 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 can receive the graduate level stipend.
- Q. *Will I be considered a government employee during my internship?*
- A. No, interns will not be Government employees nor will they receive Government benefits during their 10-week internship. They will be employees of the Center for Transportation Training, Education and Research (CTTER), the company that administers the intern program for the Federal Highway Administration.
- Q. *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 a U.S. Department of Transportation modal administration headquarters, regional, or division office. The work site may also be in a State DOT office.
- Q. *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 modal 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, and interests.
- Q. *What responsibilities do interns have besides their work assignments?*
- A. Interns will participate in field trip activities intended to further their exposure to the transportation field. They will also prepare a research paper that will be presented during the end-of-program activities in Washington D.C. during the final week of the program. During that week, the interns will participate in a host of functions including a career fair, an Administrators' Reception hosted by senior management representatives from many of the DOT modal administrations, field trips to transportation related sites, and an awards luncheon.
- Q. *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 college 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 arbiters of any decision to do so and students should discuss the granting of credit, in advance, with their respective institutions and submit any required institutional documentation for such credit with their STIPDG application. Institutions may contact the STIPDG Program Manager to discuss the specific nature of an assignment to assess content and relevance.

HOUSING, TRANSPORTATION AND EXPENSES

- Q. *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 DC attending end-of-program activities and will be provided transportation from DC 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.
- Q. *Is housing provided?*
- A. Yes, interns who live more than 50 miles (one-way) from their assignment location will be provided housing. The program prefers to provide housing through a local college or university, although housing varies by location. In locations where there are multiple assignments, interns will be asked to share housing. Typically, four same-sex interns will share a two-bedroom apartment or other appropriate housing as the location dictates. Interns wishing to utilize their own housing will not be given a housing allowance.

- Q. I have a family member or friend coming to visit, may they stay in the housing provided by the STIPDG Program***
- A. No, STIPDG housing is provided solely for STIPDG participants and is not to be utilized as shared housing for non-STIPDG participants. Use of program provided housing is expressly limited to use by interns.
- Q. May I choose to secure my own housing and have the STIPDG program reimburse me for my housing costs?***
- A. Interns may secure their own housing. However, the program will not reimburse housing costs to interns who choose not to use the housing provided by the program.
- Q. What expenses are interns responsible for during the ten-week program?***
- A. Interns must pay for their own food, daily commuting expenses to and from their work location, and any other incidental expenses incurred during the ten-week program. Though it varies by location, the program will work to ensure that the housing provided is serviced by public transportation. If you drive your car to and from the assignment location, you would be responsible for any parking fees and the cost of upkeep. You will not be reimbursed for your daily commute to and from your assignment.
- Q. 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?***
- A. Yes, if you use your own vehicle **while performing duties** of your STIPDG assignment, you will be reimbursed for mileage, tolls and parking. The STIPDG program administrator and your mentor must first approve the use of your vehicle for such travel in advance.
- Q. I have a family member coming to visit, may they stay in the housing provided by the STIPDG Program?***
- A. No, STIPDG housing is provided solely for STIPDG participants and is not to be utilized as shared housing for non-STIPDG participants.