

# MDOT MAA Internship Application

## Maryland Aviation Administration's Internship Program

The Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) is the owner and operator of Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall) and Martin State Airport (MTN). MDOT MAA's mission is to efficiently, effectively and economically procure the required materials and services necessary to provide outstanding airport facilities and services for the traveling public, the airline industry and the State of Maryland.

MDOT MAA is actively seeking opportunities to develop the future workforce, through dynamic and engaging internship opportunities. The MDOT MAA's Internship Program will equip college students with knowledge of the transportation and aviation industry, while simultaneously providing insight on MDOT MAA's contributions to the State of Maryland.

The program goals include:

- Offer college students knowledge and experience that will assist with transitioning from full-time student into professional employees.
- Provide an understanding of the transportation industry and MDOT MAA's organizational structure.
- Enhance leadership skills, teamwork, communication and job knowledge through Competency-Based Learning.



**Purpose of the MDOT MAA Internship Program:**

The purpose of the MDOT MAA Internship Program is to provide a unique training experience designed to enhance the professional development of students.

**Interns will be:**

- Assigned challenging tasks and/or projects.
- Required to present final project to SMT
- Provided assignments that complement their academic career/interests.
- Creating a professional network.
- Given broad exposure to the differing areas of the organization.

**Interns can:**

- Handle day-to-day tasks that will allow the professional staff to pursue more advanced or creative projects.
- Assist the organization in the application process of the latest strategies being implemented.
- Create a positive relationship between the organization and the university/college the intern is attending.
- Recruit other students and generate enthusiasm about the program being offered.

## **Application Process & Timeline**

### **Minimum Requirements:**

- Applicant must be currently enrolled in an undergraduate degree program at an accredited college or university
- Major in Aviation, Engineering, Architecture, Information Technology, Finance, Communications, Marketing, Environmental Services, Human Resources, Public Administration, Business Administration and Business Management
- G.P.A of 2.5 or higher
- Must be able to complete and pass all pre-employment screenings
- All instructions from application process followed and all deadlines met

To apply for MAA's Internship Program, the following documents must be provided:

- Completed & signed MAA internship application
- Resume/Cover letter
- Personal Statement (1-page maximum)
- Transcripts from college/university

**All documents must be scanned and/or emailed to [MAAHRServices@bwiairport.com](mailto:MAAHRServices@bwiairport.com)**

### **Timeline of Important Dates/Events**

- Application Process: February 1, 2022 – February 28, 2022
- MAA Review Process: March 1, 2022 – March 25, 2022
- Interview & Selection Process: March 28, 2022 – April 29, 2022
- Internship: June 1, 2022 – August 9, 2022

\*This timeline is subject to change.\*

<b>MDOT MAA Internship Application</b>		
<b>Name:</b>		
<b>Address (number, street, city, state, zip code):</b>		
<b>Phone Number (Home):</b>	<b>Phone Number (Alternate):</b>	
<b>Academic Institution and Address:</b>		
<b>University Contact Name:</b>	<b>Contact Phone Number:</b>	<b>Academic Program Studying:</b>
<b>Requested Internship Start Date:</b>	<b>Requested Internship End Date:</b>	
<b>Days of Week Intern Can Work:</b> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/>		
<b>Total Hours Per Week Desired:</b>	<b>Specify the Hours Worked Each day (i.e. 9am-5pm):</b>	
<b>Internship Description</b>		
<p><b>What are three skills you would like to develop and/or enhance during your internship?</b></p>  <p><b>What are three objectives you would like to achieve by the end of your internship?</b></p>  <p><b>What type of internship do you desire? (i.e. project based, observational)?</b></p>  		



**Personal Statement:**

*Please be sure to include your name in the file name and in the document. Personal Statements may be submitted as a Word document or PDF. Personal Statements should be no more than 1 page (Times New Roman font, double spaced).*

**Prompt:**

Please write a personal statement narrative in which you address the following:

- Why you are interested in the program?
- What will you bring to the program as an intern?
- How will you link your involvement in the program with your career goals and personal aspirations?
- How do your goals and interests align with the MAA's mission to efficiently, effectively and economically procure the required materials and services necessary to provide outstanding airport facilities and services for the traveling public, the airline industry and the State of Maryland?



**MEMORANDUM OF UNDERSTANDING  
INTERNSHIP AGREEMENT OF RESPONSIBILITES**

**Introduction**

This agreement establishes a basis for mutual understanding between the (Agency, Department or Division Name), the (college or university name) and the college intern, \_\_\_\_\_, in the implementation of the internship concept as joint partners in this relationship. The student intern agrees that he/she is not an employee of the State of Maryland, but shall perform services as agreed by the parties hereto.

**Objective of Internships**

This internship is designed to strengthen a student's job skills by integrating education with closely related practical work experiences.

**Responsibilities of Faculty Coordinator:**

The faculty coordinator assumes overall responsibility for consultation with the company and interns on objectives, agreements and other job-related tasks. The faculty coordinator is available to the student intern in an advisory capacity with respect to assisting the student intern to achieve the stated objective of the internship. The role of the faculty coordinator involves:

1. Conducting an individual pre-placement orientation and introducing the student intern to the nature and purpose of the internship.
2. Orienting and introducing the company supervisor to the purpose and objectives of the internship.
3. Consulting with the company supervisor and student intern on a regular basis regarding the student intern's performance.
4. Assuming responsibility for the removal of a student intern from the internship setting, whenever necessary.

**Responsibilities of Student Intern:**

As the student intern enters the company, he or she is expected to assume, as much as possible,

the role of a regular staff member. The responsibilities include:

1. Adhering to company work hours, policies, procedures and rules governing professional staff behavior.
2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his or her actions and activities.
4. Maintaining professional relationships with company employees, customers and so forth.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the company setting.
7. Developing a self-awareness in regard to attitudes, values, behavior patterns and so forth that influence work.
8. Preparing for and utilizing conferences and other opportunities of learning afforded in the company.
9. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.
10. Providing the faculty coordinator with periodic progress reports.
11. Notify your supervisor in advance, if you are unable to attend work or need to adjust your schedule.
12. Record, review and sign weekly time logs and submit to agency supervisor and faculty advisor.



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### Responsibilities of Agency/Department:

It is the responsibility of the employer to provide direct on-the-job supervision of the student intern that includes the following:

1. Orienting the student intern to the company's structure and operation.
2. Orienting the student intern to the company's policies and procedures regarding appropriate dress, office hours and applicable leave policies.
3. Introducing the student intern to the appropriate professional and clerical staff.
4. Providing the student intern with adequate resources necessary to accomplish job objectives.
5. Orienting the student intern to the policies and procedures of the personnel department.
6. Affording the student intern, the opportunity to identify with the supervisor as a professional staff person by jointly participating in
7. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the company.
8. Consulting the faculty coordinator in the event that the supervisor becomes aware of personal, communication or other problems
9. Providing regularly scheduled supervisory conferences with the student intern.
10. Participating in joint and individual conferences with the student intern and faculty coordinator regarding the student intern's performance.
11. Submitting an evaluation on the student intern's job performance.
12. Submitting a job description for the student intern by \_\_\_\_\_.

**Date**

### **ACCPEDED AND AGREED:**

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Representative Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Student Intern's Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

