



Metropolitan
Transportation
Authority

One Gateway Plaza
Los Angeles, CA
90012-2932

(213) 922-2000

July 17, 1998

TO: BOARD OF DIRECTORS
FROM: FRANK CARDENAS *F. C. for*
**SUBJECT: HIGH SCHOOL INTERNSHIP PROGRAM -
REQUESTED JUNE 18, 1998**

ISSUE

At the June 18 Board Meeting, members of the Board of Directors requested the HR Development and Training Department to explore intern recruitment to include students from schools and districts throughout the entire Los Angeles County area.

BACKGROUND

The Transportation Careers Academy (TCA) program was modeled after its predecessor program, the Transportation Occupations Program (TOP) which began in 1985. This demonstration model which includes the high school internship component was designed to operate as 'a school within a school' at three high schools selected by the Los Angeles Unified School District (LAUSD) and the MTA. The selection criteria was based, in part, on the schools proximity to metro rail lines. The agreement between MTA, its funding partners, (FTA and USDOE), and the LAUSD was to assist the schools with the design, development, and implementation of the TCA program. The demonstration model was funded for 4 years, beginning in 1993-94 and ending in 1997-98. During this period the schools received teacher training, assistance with curriculum development, mentoring for students and teachers, and student work experience. After this period, the agreement is that school districts would institutionalize the program and assume lead responsibility for funding the operation of the program and the MTA would assist with support services and finding business partners.

Students enrolled in the TCA participate in a transportation-related curriculum from grades 9-12; after which 11th and 12th graders are qualified for placement in the MTA high school internship program. Students without the final two years of instruction and job preparation will require alternative orientation and training before placement with MTA and or its business partners.

NEXT STEPS

The Human Resources Development and Training staff is now exploring the following preliminary options to respond to the Board's request to expand the involvement of students to other areas within the County:

- **Business Development Outreach Campaign** to increase volunteer participation from businesses for paid and unpaid high school internships.
- **MTA Operations Division Outreach** to expand knowledge of the TCA program and to market the program within the divisions in order to encourage division support of paid and unpaid internships. This effort will assist in expanding the recruitment and placement of high school interns within different geographic locations.
- **Encourage other municipal transit operators** to adopt a similar high school internship program, thus creating a regional outreach and network of opportunities.

These options will be explored and a recommendation for implementation made by October 31, prior to additional recruitment efforts.

Prepared by: Naomi Nightingale