

**Intern/Co-Op Program for High School Seniors**  
**SCHOOL TO EMPLOYMENT AT PENNDOT (STEP)**  
**Secondary School Intern**

The STEP program introduces eligible high school students who have completed their junior year to the Pennsylvania Department of Transportation's operations and provides them with meaningful work assignments with the hope that they will consider PennDOT as their career employer after their education.

High school seniors in any major are hired to support a variety of PennDOT functions, including areas in skilled trades, professional/technical/business, and administrative/clerical work. Student Job Applications will be forwarded to hiring managers for consideration, and applications that meet existing job needs will be invited for an interview.

Opportunities will be determined by the number of agency Work Plans and student Job Applications received. This paid co-op/internship program runs 9 or 12 months. Students divide their school day between school and work. When school is in session, students who are 17 years old may work up to 28 hours per week and those 18 and older may work up to 30 hours per week. During summer and holiday/seasonal breaks, participants may work up to 37.5 hours per week, regardless of age. Students should be offered at least three hours of work on each day in attendance.

### **REQUIREMENTS**

Students must meet each of the following to be eligible:

- Complete the junior year of high school
- Be at least 17 years old
- Possess a grade point average of at least a B
- Have satisfactory attendance per school guidelines
- Be permitted to work in the United States
- Attend a school that offers a co-op/internship program

Students may be able to obtain academic credit by participating 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.

### **How to Apply**

Student application packages, consisting of the two forms referenced below, will be accepted only from the student's school. Applications submitted directly from students, parents/guardians, or others on their behalf cannot be considered. If the student is age 17, a copy of the student's working paper (permit to work) from the school also needs to be included with the application packet.

- [Statement of Understanding](#) (P49) (the student, parent or legal guardian, and school co-op coordinator must sign)
- [Student Application/Eligibility Verification form](#) (P-50) (the student, parent or legal guardian, and school co-op coordinator must sign)
- Working Paper (Permit to Work) required only for students 17 years old

STEP job opportunities are based on approved Work Plans prepared by hiring managers. The type and number of job opportunities vary by location within a given year. Because the availability of jobs varies each year, individual School Co-Op Coordinators will be notified of STEP job opportunities that exist in the school's geographic area. Student job applications should be submitted only by School Co-Op Coordinators on behalf of the students for jobs that the school received notice.

### **Hiring Periods**

Applications for the STEP program will be taken upon announcement of the program's opening. Generally, students work a 12-month program (July 1 to no later than June 30) or an academic year program (start of the academic school year to no later than June 30). EARLY APPLICATIONS ARE STRONGLY ENCOURAGED.

**Wage Rate:** \$12.00 per hour