



MISSOURI DEPARTMENT OF TRANSPORTATION PERSONNEL POLICY MANUAL

POLICY TITLE: Internship Program

NUMBER: 0518

CHAPTER TITLE: Employment

EFFECTIVE DATE: January 1, 2026

PRIOR EFFECTIVE DATE: March 15, 2025

POLICY STATEMENT

The Internship Program provides students with an opportunity to gain meaningful work experience in a professional environment while providing the department with assistance on projects.

DEFINITIONS

Intern: An hourly wage employee who is enrolled in an accredited college or university and majoring in a relevant field of study. Students can work throughout the year but cannot exceed 1,040 hours in a 12-month period.

PROVISIONS / REQUIREMENTS

1. Interns will not count against authorized staffing levels; however, the associated wages are charged against a district's/division's/office's personal services budget. Therefore, districts/divisions/offices should consider their available personal services budget when determining whether to hire interns. Central Office Human Resources (COHR) will contact each district/division/office to determine intern employment needs prior to each internship recruitment period.
2. COHR and the Employee Engagement and Outreach Division (EEOD) are responsible for coordinating the Statewide Internship Program. EEOD intern coordinators are responsible for providing outreach to interns and ensuring they remain engaged with the department, through events like the Intern Conference and End of Program Presentations. COHR intern coordinators are responsible for recruiting and interviewing students, ensuring that all of the requirements are met before the start of the internship and ensuring requirements continue to be met including, but not limited to:

Eligibility Requirements

- a. Completed secondary coursework (high school diploma, GED, etc.).
- b. Pursuing post-high school education or certification at an accredited college or university.
- c. Enrolled full-time.
- d. Possess and maintain an overall GPA of at least 2.0 out of 4.0, or equivalent.
- e. Meet all MoDOT hiring requirements for individuals applying for any full-time or permanent part-time position (i.e., pass background check, pre-employment screening, etc.).

Administrative Intern Category

Eligibility Criteria:

- a. Enrolled in a relevant bachelor's or post-bachelor's degree program full-time.
- b. 30 credit hours completed/accepted toward current degree program. High school or other postsecondary program credits must be shown to be accepted by the current program through a degree transcript to apply.
- c. Possess and maintain an overall GPA of at least 2.0 out of 4.0, or equivalent.

Engineering Intern Category

Eligibility Criteria:

- a. Enrolled in an ABET-accredited engineering bachelor's or post-bachelor's degree program full-time.
- b. 30 credit hours completed/accepted toward current degree program. High school or other postsecondary program credits must be shown to be accepted by the current program through a degree transcript to apply.
- c. Possess and maintain an overall GPA of at least 2.0 out of 4.0, or equivalent.

Pre-College Intern Category

Eligibility Criteria:

- a. Enrolled in a 1-year/vocational-technical, 2-year/associate's, or bachelor's program with fewer than 30 completed credit hours.
- b. High school diploma or GED/HiSET certificate.

Technical Intern Category

Eligibility Criteria:

- a. Enrolled in a relevant 2-year/associate's degree program full-time (12+ credit hours).
 - b. 30 credit hours completed/accepted toward current degree program. High school or other postsecondary program credits must be shown to be accepted by the current program through a degree transcript to apply.
 - c. Possess and maintain an overall GPA of at least 2.0 out of 4.0, or equivalent.
3. Supervisors should meet with interns at the beginning of the internship to clarify performance expectations and duties. Supervisors should assign tasks that will meet the objectives of the Internship Program.
 4. The period of employment for interns is normally the summer break for college students.

Interns may also be employed during the school break between the fall and winter semesters and/or throughout the year, not to exceed 1,040 hours in a 12-month period. Interns are not eligible for performance increases; however, an intern's wage rate may be adjusted according to the guidelines provided by COHR.

5. Previous external internships may be considered when determining the hourly rate if the previous internship was relevant and the eligibility criteria were maintained (e.g., required credit hours obtained, completed while enrolled in a relevant degree program, etc.). "Previous summer" refers to work in the similar or relevant field of work. Do not count previous summers worked in another category. For year-round/non-summer interns, each 480 hours worked may be treated as one previous summer.
6. Summer employment assignments are not directly related to the intern curriculum, because they do not meet the internship eligibility requirements (i.e., clerk, summer maintenance laborer, etc.).



Ashley Halford
Human Resources Director

CROSS REFERENCES

[Personnel Policy 0505, "Equal Employment Opportunity"](#)
[Personnel Policy 0517, "Staffing of Department Vacancies"](#)
[Personnel Policy 0510, "Commercial Driver's License"](#)
[Internship Program Guidelines](#)