



Massachusetts Clean Energy Internship Program Prospective Intern Information 2022 Fall Session: September 1, 2022 – December 16, 2022

INTERNSHIP PROGRAM HIGHLIGHTS

Note: this document is intended to provide general guidance and information regarding MassCEC's Clean Energy Internship Program (the "Program"). For detailed information regarding the operation and structure of the Program, please see the Terms and Conditions applicable to interns [here](#).

****Alert: Program changes**

During Fall 2022, MassCEC will reserve thirty (30) spots for: (i) companies with an office located in a Gateway City¹; and/or (ii) students who live in Gateway Cities. The remaining ninety-five (95) spots will be allocated on a first-come, first-served basis to students and employers that register, perform eligibility checks, and otherwise submit all completed materials to MassCEC until programs funds are exhausted or the submission deadline has passed.

The most proactive students are the ones that get placed into internships with clean energy employers. You may identify registered employers through the list included on your online dashboard, or reach out to [previously participating employers such as those found here](#).

IMPORTANT INTERNSHIP PROGRAM DATES

July 18, 2022	Open enrollment and intern selection begins
September 1, 2022	Fall 2022 session start date
October 3, 2022	Deadline for employers to send signed offer letter submissions to MassCEC. Funding is allocated on a first-come first-served basis until funding is fully allocated or we have passed this date. <u>We will not provide funding for offer letters submitted after this date.</u>
December 16, 2022	Fall 2022 session end date

¹ For purposes of this FAQ, "Gateway Cities" are the following twenty-six (26) cities located within the Commonwealth of Massachusetts: Attleboro; Barnstable; Brockton; Chelsea; Chicopee; Everett; Fall River; Fitchburg; Haverhill; Holyoke; Lawrence; Leominster; Lowell; Lynn; Malden; Methuen; New Bedford; Peabody; Pittsfield; Quincy; Revere; Salem; Springfield; Taunton; Westfield; and Worcester.

INTERNSHIP PROGRAM PARTICIPATION STEPS

1. **Register to participate by completing the application found on:**
<https://www.masscec.com/user>
Apply online. This includes creating a profile on the website AND submitting your application (including uploading your resume). Once you have submitted your application you will then be visible in the student database and employers will be able to contact you. We strongly recommend using a personal email address in lieu of a school address. You must have a profile on this database for employers to confirm your eligibility with MassCEC for this program.
2. **Respond to any employer communications you receive and reach out to clean energy employers you are interested in working for.**
 - a) A map of clean energy employers that have previously participated in our program can be found on the <http://www.masscec.com/internmap> page to help in your outreach to companies.
 - b) If an employer is interested in hiring you, they will send your name to MassCEC for an eligibility check.
 - c) If you are eligible, the employer may contact you for a phone or in-person interview.
 - d) MassCEC will reach out to you if we need any additional information from you before your employer will be able to take any further steps with bringing you on for an internship. Please respond to any communication promptly so that we can confirm your eligibility for your potential employer.
3. **If you are confirmed as eligible and the employer wishes to take you on for the session, they will send you an offer letter for you to sign. The offer letter must include your name, expected date range to be worked, and wage/hour. You must return your signed offer letter to your employer, who will then submit it to MassCEC no later than the session deadline of October 3, 2022. MassCEC will not approve placement of any interns past this date.**
 - a) Please ensure information on the offer letter is accurate and you are not being asked to sign a non-compete agreement (**Question #10**).
4. **Enjoy your Internship!**
Be sure to take advantage of this opportunity by learning valuable skills on the job and by networking with others in the industry.
5. **Fill out the student survey**
MassCEC will provide you with a link to the student survey before the conclusion of the session. The information submitted on this survey is anonymous, and we do not ask for any identifying information.

PROSPECTIVE INTERN FAQS

1. What is the Massachusetts Clean Energy Internship Program?

The Program is a workforce development initiative offered through MassCEC. The Program facilitates the placement of students and recent graduates into paid internships with verified clean energy companies across the state.

2. How does the Massachusetts Clean Energy Internship Program work?

Students seeking an internship will complete an online application including their resume, academic background, and preferred industry subsector. Employers will review these applications and select candidates to interview and hire. Internships are full or part-time during the twelve (12) week session. There are three (3) sessions per year. Employers will provide a meaningful internship opportunity and mentorship opportunities for each intern. Upon completion of the internship, employers will request reimbursement from MassCEC for the wages paid to the intern(s).

3. When will the Massachusetts Clean Energy Internship Program begin accepting intern applications for the next session and how do prospective interns apply?

Interns can apply online anytime via www.masscec.com/user. Matching for the Fall session begins at 9am on July 18, 2022. Applications will only be accepted online and must include (in PDF format) an uploaded resume, transcripts, and supporting eligibility documents (to be emailed separately to internships@masscec.com, if applicable).

There is no formal deadline for applications, but students are encouraged to apply as soon as possible to increase their chances of being matched with a Host Employer. Once all internship positions have been filled, notice will be posted on the www.masscec.com/intern website indicating that funding is no longer available.

4. What are the eligibility requirements for prospective interns?

Students will be required to meet the following eligibility requirements:

- Must attend, or have attended:
 - A college or university located in Massachusetts, or
 - A college or university outside of Massachusetts, if the student is a Massachusetts resident and is able to present proof of residency.
- Eligible students must meet one of the following:
 - Students must have completed or will complete at least their freshman year of college the semester before the internship (24 Credits) or have graduated within the past year.
 - If a student attends or attended a community college (or 2-year associate program), the student must have completed at least 24 credits.
 - If a student has attended a training program, that program must have been completed within the last year.
 - Graduate students must be currently enrolled in their program or have completed it within the last year.

Some students are not eligible to participate in this program:

- Law School students, Ph. D. candidates, or students who have been previously enrolled or matriculated in a Ph.D. or Ed.D. program, are not eligible to participate in the program.
- Host Employers cannot hire the same intern(s) for sequential sessions. You will not be able to participate in this program with the same Host Employer for two sessions in a row.
- MassCEC does not fund existing interns that have been on payroll for greater than six (6)-weeks within the current calendar year at a Host Employer prior to the session's start date.
- Current or previously terminated non-internship employees of the Host Employer are ineligible to participate in the Program for that Host Employer.

5. How do I increase my chances of being selected for an internship?

While hiring decisions rest solely with employers, proactive and detail-oriented students overwhelmingly end up being the ones to receive internships through the Program. It is suggested that you

- Ensure your submitted information in your application is accurate and up to date.
- Respond quickly to any communication received from interested employers or MassCEC staff. and
- Reach out to clean energy employers in your area to let them know about the internship program and express your interest in interning for them over a session.

6. Will prospective interns know which employers are reviewing their applications?

MassCEC is not involved with selecting interns for employers. This means that you will receive communication about your application only from an employer. You will only receive communication from MassCEC if further documentation is required to confirm your eligibility for participation in this Program.

7. How many interns will be selected?

MassCEC can support stipends for one hundred twenty-five (125) interns this session. MassCEC will reserve thirty (30) spots for: (i) companies with an office located in a Gateway City; and/or (ii) students who live in Gateway Cities. The remaining ninety-five (95) spots will be allocated on a first-come, first-served basis.

8. What paperwork is required for a student to participate?

Interns that attend(ed) a Massachusetts college or university will be required to submit documentation that verifies enrollment and residency. Interns that attend(ed) out-of-state institutions will be asked to complete a self-attestation form for Massachusetts residency. Employers may require further documentation.

9. What is the intern stipend and how will interns be paid?

Interns will be hired and paid directly by the Host Employer. The pay rate should be established prior to accepting the internship offer. Please be aware that Host Employers may pay an intern(s) more than the subsidy rate of \$18/hr. **Employers are not allowed to pay an intern less than Fifteen Dollars (\$15.00) per hour. Please be sure you are aware and agree to the terms of the internship before starting any work.**

10. My employer wants me to sign a non-compete agreement. What should I do?

Host Employers are not permitted to require or request that an intern sign a non-compete agreement. Any participating employer that asks you to sign a non-compete agreement should be reported to MassCEC by emailing internships@masscec.com.

11. Can I work for a relative?

The Intern(s) cannot be the spouse, child, grandchild, sibling, niece, nephew, or spouse of a child, grandchild, sibling, niece, or nephew of the president, CEO, or other senior executive member of the Host Employer, or of any other employee of Host Employer who may have hiring authority on behalf of the Host Employer.

If you have any additional questions, please do not hesitate to email the Workforce Development team at internships@masscec.com. Someone will respond to your question as quickly as possible.