Massachusetts Clean Energy Internship Program Overview Document[i]

Session	Session Starts	Offer Letter Deadline	Session Ends
Spring 2027	01/04/2027	02/03/2027	06/18/2027

Registering and Applying

1. **Register to become a user of the Internship portal: https://www.masscec.com/clean-energy-internships**

2. **Apply to the Internship portal. Be sure to include:**
   a) Your resume (preferably with a personal email address as opposed to a school email)
   b) Your transcript (including your name, the school's name, and your most recent dates of Enrollment)

   If you have participated in a previous session and have not yet submitted a survey, you must fill one out before your application is complete.

3. **Reach out to clean energy employers you are interested in working for and respond to any employer communications you receive.** Proactively contacting employers increases your chances of securing an Internship. Consult the map of participating Host Employers and current internship listings to identify companies to contact.

Matching and Placement

4. **If a Host Employer is interested in hiring you, they will send your name to MassCEC for an eligibility check**.
   a) MassCEC will contact you if we need additional information. Please promptly respond to any communication so we can confirm your eligibility for your potential Host Employer.

5. **If a Host Employer wants you to Intern with them, they will send you an offer letter to sign.**
   a) The offer letter must include the company's name, your name, the expected date range of the internship, and wage/hour.
   b) Please ensure that the information on the offer letter is accurate and that you are not being asked to sign a non-compete agreement.

Participating and Completing

6. **Complete your internship.**

7. **Fill out the Internship Student survey.**
   a) MassCEC will provide you with a link to the student survey before the Session's conclusion. The information you provide helps us improve the Internship experience.

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[i] Please note that 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.