



Massachusetts Clean Energy Internship Portal Frequently Asked Questions 2023 Summer Session: May 15, 2023 – August 31, 2023

[INTERNSHIP PORTAL AND CONTRACTING FAQs](#)

- 1. I've selected my student intern(s). Why do you need to conduct an eligibility check? Since they are in the database, you have already been in touch with them.**

MassCEC does not provide an eligibility check on interns before a potential employer specifically requests the check due to the large number of student applications we receive every session.

- 2. Does MassCEC offer priority funding for subsectors?**

MassCEC offers priority funding for the following subsectors in Summer 2023:

- Sixty (60) reserved spots for students living in Gateway Cities and/or employers with an office in a Gateway City.
- Sixty (60) spots for students participating in the Targeted Internship Program

The reserved funding will be allocated on a first-come, first-served basis until the reserved spots are filled. Employers are still required to meet the eligibility criteria. If the reserved funding is not fully allocated by the program start date, then the remaining funding will be assigned to waitlisted employers.

- 3. What are a Host Employer's contractual obligations?**

Host Employers will be required to accept the General Terms and Conditions of the program when applying. Host employers must also acknowledge the Award Letter with MassCEC. There is no explicit or implicit commitment on the part of any Host Employer to provide future employment for any intern.

Host Employers should send a signed W-9 to finance@masscec.com

By participating in the Internship Program, the Host Employer and MassCEC do not form a partnership, employment relationship, joint venture, or principal and agent relationship. At no time is any Intern deemed or otherwise considered to be an employee, intern, contractor, subcontractor, or agent of MassCEC for any purpose. The terms and conditions of the Internship shall be set by an intern and the Host Employer, and MassCEC shall have no responsibility, liability, or oversight authority whatsoever with respect to Intern or the Internship. The Host Employer and its agents,

employees, and Interns may not hold themselves out as MassCEC employees and shall not be deemed an employee of MassCEC for any purpose.

4. The Cleantech Industry is competitive. I'd like to have my intern sign a non-compete agreement. Is there a policy for non-compete agreements?

Host Employers are not permitted to require or request that an intern sign a non-compete agreement. Host Employers can use non-disclosure or confidentiality agreements to protect sensitive information.

5. My intern left mid-internship. Can I still hire someone?

If a hired intern terminates employment during the internship, the Host Employer has until **three (3) weeks** after the start date referenced in the initial offer letter to hire a new intern. After the three-week window has passed, the Host Employer's funding will be awarded to a company on the waitlist. MassCEC must approve all replacement interns.

6. Does my intern need to fill out a W2?

All interns must be paid on a W-2 employee status to be eligible for reimbursement. You must be able to provide proof of wages/taxes paid if requested in the form of paycheck stubs and/or a payroll summary.

Please do not hesitate to email the Workforce Development team at internships@masscec.com with any questions not covered in this FAQ. Someone will respond to you as quickly as possible.