



Massachusetts Clean Energy Internship Program Overview Document 2023 Summer Session: May 15, 2023 – August 31, 2023

IMPORTANT INTERNSHIP PROGRAM DATES

February 15, 2023	Open enrollment and intern selection begin
May 15, 2023	Summer 2023 session start date
June 16, 2023	Deadline for signed offer letter submissions to MassCEC
August 31, 2023	Summer 2023 session end date

INTERNSHIP PROGRAM PARTICIPATION STEPS

- 1. Register to participate by completing the application found on: www.masscec.com/user**
- 2. Submit an application to the internship portal.**
 - a) This should include your resume. We strongly recommend using a personal email address in lieu of a school address.
- 3. Respond to any employer communications you receive and reach out to clean energy employers you are interested in working for.**
 - a) The most proactive students are the ones that get placed into internships with clean energy employers.
 - b) A map of clean energy employers that have previously participated in our program can be found on the [employer map](#) page to help in your outreach to companies.
- 4. If an employer is interested in hiring you, they will send your name to MassCEC for an eligibility check.**
 - a) 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.
- 5. If the employer wishes to take you on for the session, they will send you an offer letter for you to sign.**
 - a) The offer letter must include the company's name, your name, expected date range to be worked, and wage/hour.
 - b) Please ensure information on the offer letter is accurate and you are not being asked to sign a non-compete agreement.
- 6. Fill out the student survey**
 - a) MassCEC will provide you with a link to the student survey before the conclusion of the session. The information submitted on this survey helps us improve the internship experience.