



**Massachusetts Clean Energy Internship Program:
General Terms and Conditions for Interns/Students
Summer 2026 Session**
May 18, 2026 – August 28, 2026

The following general terms and conditions (as amended from time to time, the “Agreement”) are issued by the Massachusetts Clean Energy Technology Center (“MassCEC”), an independent public instrumentality of the Commonwealth of Massachusetts, for the Massachusetts Clean Energy Internship Program (the “Program”). Any changes or electronic alterations to the official version of this form shall be void. By submitting an application to MassCEC for this Session (as hereinafter defined) of the Program, the Applicant (as hereinafter defined) agrees to be bound by this Agreement. This Agreement shall become effective as of the date indicated on the Applicant’s Award Letter (as hereinafter defined). **Notwithstanding the foregoing, the Applicant’s acceptance of this Agreement as part of the Applicant’s application shall not entitle the Applicant to an internship funded by MassCEC.**

1. Definitions:

“Applicant” means the student applicant who has submitted an application on the Website (as hereinafter defined) to be considered for an Internship (as hereinafter defined) pursuant to the Program.

“Award Letter” means the award letter from MassCEC to the Host Employer (as hereinafter defined) notifying the Host Employer that it is eligible for reimbursement for its selected intern(s).

“Commonwealth” means the Commonwealth of Massachusetts (and its political subdivisions or agents where the context so requires).

“Control” means ownership, directly or indirectly, of more than one half of the voting power of an organization, or control of the composition of the board of directors, or other governing body of an organization, or a substantial interest in voting power and the power to direct the financial and/or operating policies of the organization, as determined by MassCEC.

“Gateway City” is any one of the following twenty-six (26) cities located in the Commonwealth: 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.

“Host Employer” means the applicant employer that submitted an application for funding from MassCEC for an intern(s) through the Program, has been awarded such funding by MassCEC and is where the intern will report to work for the duration of the Program.

“Direct Supervisor” means a staff member of the applicant employer that assigns and supervises the work of the placed intern through the Program.

“Intern” means the Applicant selected by the Host Employer to participate in an Internship with the Host Employer through the Program.

“Internship” means (1) the twelve (12) week internship offered to the Intern by the Host Employer pursuant to the college Internship Program, any Intern in a training or certification program, or (2) the thirty-two (32) weeks for vocational school co-op students.

“Meaningful Internship” means an internship that gives the intern the opportunity to contribute to the company in significant measurable ways. The Host Employer must complete a performance review on the intern while also providing mentorship and professional development opportunities.

“Technical Trades Intern” means any student in a training and certification program involved in the design, construction, installation, manufacturing, and maintenance of clean energy projects.

“Measurement Period” means the period during the Session for each Host Employer, commencing on the Internship start date of the first placed Intern and ending on the Internship end date of the last placed Intern.

“Party” means each of MassCEC and Applicant, and together the **“Parties”**.

“Program” means the Massachusetts Clean Energy Program, including vocational school co-ops and technical trade internship opportunities.

“Reimbursement” means the reimbursement funds provided by MassCEC to the Host Employer for the total hours worked by the Intern(s) during the Measurement Period; provided, however, that in no event shall such reimbursement funds be in excess of: (1) Eight Thousand Six Hundred and Forty Dollars (\$8,640) for the summer session of the Program; and (2) Eighteen Dollars per hour (\$18/hour) for each Intern during any session of the Program.

“Related Parties” means Host Employers having common ownership and/or management personnel, including, but not limited to, the Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, or General Counsel of the Host Employer. Host Employers are also considered to be Related Parties if, at any time, one Host Employer has the ability to Control the other Host Employer or exercise influence over the other Host Employer in making financial and/or operating decisions.

“Session” means the current session of the Program beginning on May 18, 2026 and ending on August 28, 2026.

“Website” means the Massachusetts Clean Energy Internship Program database, located at the following url: <https://www.masscec.com/clean-energy-internships-students>.

2. Eligibility:

To be eligible for the Program, Applicants must fit one of the two eligibility categories:

- A. Applicants acknowledge that they must be eighteen (18) years of age or older at the start of any Internship and must attend or have attended: (1) a college or university located in Massachusetts; or (2) a college or university outside of Massachusetts, if the Applicant is a Massachusetts resident and is able to present proof of residency. Additionally, Applicants acknowledge that to be eligible, they must meet one of the following requirements:
 - (i) if the Applicant attends or attended a four (4) year college or university, then the Applicant must have completed or will complete their freshman year of college (24 credits) the semester immediately before the Internship, or have graduated within the past calendar year;
 - (ii) if an Applicant attends or attended a community college (or 2-year associate program), then the Applicant must have completed at least twelve (12 credits) by session start date;
 - (iii) if an Applicant has attended a training program (defined as any program that results in a certification different from an associate degree), then the Applicant must be currently enrolled in the program, or have completed the program within a year prior to the session start date; or
 - (iv) if an Applicant attends a master’s degree program, then the Applicant must be currently enrolled or have completed the program no more than a year prior to the session start date;

OR

- B. Students are required to meet the following eligibility requirements:
 - i. Must be actively attending or graduated within the past 12 months:
 - (a) A high school located in Massachusetts; or
 - (b) An After Dark program offered through a Massachusetts-based vocational or technical high school; or
 - (c) A Career Technical Initiative (CTI) program offered through a Massachusetts-based vocational or technical high school; or

- (d) A training/ career pathway program approved for participation in this program by MassCEC.
- ii. Vocational High School students must meet the following:
 - (a) Be eligible to participate in their school's co-op program and in good standing; and
 - (b) Be approved to participate in a co-op by their school's administration.
- iii. If a student has graduated, is over 18, and no longer has access to their co-op coordinator (i.e. they graduated within the last year), they may register themselves in the portal. If they are under 18, they should contact internships@masscec.com to discuss a parent/guardian approval.
- iv. Students participating in an After Dark program are eligible to participate but should utilize a co-op coordinator or other career services support staff to apply to this program. If the student does not have access to this, please contact MassCEC at internships@masscec.com

Certain individuals are not eligible to participate in the program:

- 1. Students who are not in good standing with their school, program, or MassCEC.
- 2. Current full or part-time employees of the potential host employer at the time of the eligibility check.
- 3. Any full-time employee or existing intern that has been on payroll for greater than twelve (12) weeks at one Host Employer.
- 4. Family members of employers or owners of the Host Employer.
- a. College Applicants acknowledge that an Intern will only be subsidized for twelve (12) weeks of work in one calendar year at any one Host Employer during the Session. Applicants acknowledge that an Intern may continue to work for the same Host Employer after those twelve (12) weeks, but the Intern's compensation **will not** be entitled to Reimbursement by MassCEC. In a subsequent calendar year, such Intern may reapply to the Program and once again be subsidized a Host Employer. However, such Intern will not be approved for funding if such Intern has been continually working for a Host Employer for more than five (5) hours per week, on average, over the six (6) months prior to the Session. Further, Applicants acknowledge that Interns may not work at the same Host Employer or its Related Parties through the Program in subsequent sessions.
- b. Vocational high school co-op students along with their co-op coordinators acknowledge that an Intern will only be subsidized for up to thirty-two (32) weeks of work at any one Host Employer during the fiscal year.

- c. Applicant is not 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.

3. Code of Conduct:

This Code of Conduct applies to all interns during the application process and throughout the course of their internship.

1) Integrity, Work Product & Professionalism

- **Act with integrity:** Be honest, transparent, and accountable for your actions and decisions.
- **Professional conduct:** Maintain a professional demeanor with colleagues, clients, and partners.
- **Accurate representation:** Do not overstate or misrepresent your skills, credentials, or experience during your interview or at any other time.
- **Personal completion of work:** Complete all assignments personally. Do not seek or accept assistance from individuals outside of the Host Employer (including friends, online forums, third-party contractors, or generative AI tools) unless explicitly authorized by the Host Employer.
- **Use of tools:** Only use tools, software, or services approved by the Host Employer site.
- **Quality & timeliness:** Produce accurate, complete work, and meet established deadlines.
- **Safe practices:** Follow safety protocols, report hazards or injuries immediately to the Host Employer site, and use required protective equipment.
- **Privacy & security:** Follow Host Employer information security, data privacy, and acceptable-use policies; protect devices, credentials, and data from unauthorized access.
- **Zero tolerance:** Harassment, discrimination, retaliation, bullying, or abusive conduct are prohibited.

2) Time Commitment & Conflicts

- **Attendance & punctuality:** Arrive on time, adhere to assigned schedules, and notify the Host Employer promptly of absences in accordance with policy.
- **Professional Commitment:** Dedicate the required time to the internship during the agreed-upon employment hours. Do not take on other commitments (such as another

job or outside engagement) that will interfere with your ability to focus on the internship work.

- If you must end your internship early, you must notify your direct supervisor at the company immediately AND email internships@masscec.com within 5 business days. Failure to do so can result in you not being eligible to participate in the MassCEC program in the future.
- **Conflict disclosure:** Promptly disclose potential conflicts of interest and follow Host Employer guidance to mitigate them.

3) Compliance with Law & Policy

- **Follow policies:** Adhere to all Host Employer policies, including workplace safety, workplace location, anti-discrimination, anti-harassment, code of ethics, IT/acceptable use, social media, and substance-free workplace policies.

Violations of this code of conduct may result in termination of your internship or non-eligibility for other MassCEC programs.

4. Employment Relationship:

- a. Applicants acknowledge and agree that, if selected as an Intern for the Program, at any time during the Internship, Interns shall not be deemed or otherwise considered to be an employee, intern, contractor, subcontractor or agent of MassCEC for any purpose. Applicants acknowledge and agree that as an Intern, they are not entitled to tax withholding or any insurance or other benefits provided by MassCEC to its employees.
- b. Applicants acknowledge that the terms and conditions of the Internship shall be set by and between the Intern and the Host Employer and MassCEC shall have no responsibility, liability or oversight authority whatsoever with respect to the Intern or the Internship.
- c. Applicants acknowledge that Interns shall, during the Internship, be subject to the ultimate direction of the Host Employer, and shall perform any and all duties with respect to the Internship at such times, in such manner, and at such location as may be required by the Host Employer.
- d. Applicants acknowledge that Interns shall not hold themselves out as MassCEC employees for any purposes, including all federal, state, and local laws pertaining to income taxes, withholding taxes, Federal Insurance Contributions Act taxes, unemployment insurance benefits, workers' compensation or any other rights, benefits, or any other obligations relating to the employment relationship.

- e. Interns shall not sign a non-compete agreement with the Host Employer.

5. Gateway City Reservation:

Applicant acknowledges that MassCEC shall reserve thirty (30) spaces during the Program for: (i) Host Employers with an office located in a Gateway City; and/or (ii) Applicants who live in Gateway Cities, and that the remaining spaces in the Program shall be allocated on a first-come, first-serve basis until Program funds are exhausted or the submission deadline has passed.

6. Term:

This Agreement shall commence on the effective date of the Award Letter and shall expire on the last date of the Session.

7. Legal Compliance:

Applicant agrees, if selected as an Intern, to comply with all applicable federal, state, and local statutes, rules and regulations affecting any term, condition or benefit of employment.

8. Public Records and CTHRU:

As a public entity, MassCEC is subject to Massachusetts' Public Records Law, codified at M.G.L. c. 66. Thus, any documentary material, data, or other information received by MassCEC from an Applicant is a public record subject to disclosure. By checking the box below, the Applicant acknowledges and agrees that MassCEC, in its sole discretion, shall determine whether any particular document, material, data or other information is exempt from or subject to public disclosure. Applicant agrees and acknowledges that it shall not send MassCEC any confidential or sensitive information relating to participation in this Program.

9. Media Waiver: Regarding any media materials, including but not limited to, images, and videos (“Media Materials”) of Applicant that are provided to MassCEC by the Applicant or the Host Employer, the Applicant:

- a. Grants MassCEC a non-exclusive, irrevocable, royalty-free license to use the Media Materials for any lawful purpose, including, without limitation, for purposes of marketing and outreach materials in recognition of MassCEC’s use of the same being beneficial to both the Applicant and to MassCEC;
- b. Grants MassCEC specific permission to copyright, publish, distribute, display and otherwise make use of images or video of my likeness in print or electronic form for any lawful purpose (this includes, without limitation, MassCEC’s right to use my likeness in Media Materials for purposes of marketing and outreach); and;

- c. Acknowledges Applicant will not be paid any royalties or other compensation arising out of MassCEC's use of the Media Materials.

10. Disclaimer of Liability:

- a. MassCEC is not involved in the actual employment relationship between Host Employers and Applicants. MassCEC is not to be considered an employer with respect to the Applicant as a result of the Applicant's participation in the Program or use of the Website and shall not be responsible for any decisions, for whatever reason, made by any Host Employer. MassCEC does not make any representations or warranties, whether express or implied, relating to the use of the Website.
- b. While MassCEC reserves the right to remove applications, resumes, or other material from the Website from time to time for failure to comply with this Agreement, MassCEC does not assume any obligation to do so and disclaims any liability for failing to take such action.
- c. The Website acts as a venue for Applicants to post resumes for possible matches with Host Employers. By using the Website, Applicants agree and consent to be bound by the Terms of Use (Attachment 1), the Privacy Policy (Attachment 2), and the terms provided in this Agreement.
- d. MassCEC does not review or censor job postings or perform background checks on Host Employers. MassCEC does not assume any obligations to do so and disclaims any liability for failing to take such action.
- e. No advice or information, whether oral or written, obtained by an Applicant from MassCEC or through or from the Website or any other MassCEC website shall create any implied or express warranty for any purpose whatsoever.
- f. In no event shall MassCEC be liable for any damages whatsoever resulting from the use of this Website, or reliance upon the information contained in or linked through the Website, or for any harm to Interns resulting from the use of this Website or from participating in the Program.

11. Disclaimer for Applicants and Co-op Coordinators:

You are solely responsible for the information contained in the online application. You agree that by submitting your application using the Massachusetts Internship website that you will not impersonate any person, or submit any materials to MassCEC that are false, inaccurate, misleading, or unlawful. MassCEC may review and remove any application, or part thereof, that, in its sole judgment, violates applicable laws, rules or regulations, is abusive, disruptive, offensive or illegal, or violates the rights of, or harms or threatens the

safety of, users of this website. MassCEC may take any action with respect to an application that it deems necessary or appropriate in its sole discretion if it believes that such user content could create liability for MassCEC, damage MassCEC brands or public image, or cause MassCEC to lose (in whole or in part) the services of its internet service providers or other suppliers. None of the applications shall be subject to any obligation of confidentiality on the part of the MassCEC nor shall MassCEC be liable for any use or disclosure of any application.

MassCEC does not represent or guarantee the truthfulness, accuracy, or reliability of applications posted by students. You acknowledge that any material posted by you will be at your own risk. Co-op Coordinators agree to ensure students acknowledge and agree to these General Terms and Conditions for Interns.

12. Indemnification:

To the fullest extent as permitted by law, Applicant shall indemnify and hold harmless the Commonwealth, MassCEC, and each of their respective agents, officers, directors and employees (collectively, the "Covered Persons") from and against any and all liability, loss, claims, damages, fines, penalties, costs and expenses (including reasonable attorney's fees), judgments and awards arising from or related to this Agreement or the Internship (collectively, "Damages") sustained, incurred or suffered by or imposed upon any Covered Person resulting from (i) Applicant's breach of any of the terms of this Agreement or any false representation by Applicant, or (ii) any negligent acts or omissions or reckless or intentional misconduct of Applicant. Without limiting the foregoing, Applicant shall indemnify and hold harmless each Covered Person against any and all damages that may directly or indirectly arise out of or may be imposed because of the failure to comply with the provisions of applicable laws or the terms of this Agreement by Applicant.

13. Choice of Law:

- a. This Agreement and the rights and obligations of the Parties shall be governed by and construed in accordance with the laws of the Commonwealth, without giving effect to its conflict of laws principles. Any dispute arising out of or relating to this Agreement or its breach, termination, or invalidity, whether before or after termination of this Agreement, if not resolved by negotiation among the Parties within thirty (30) days after such dispute is raised by either Party in writing, will be settled by binding arbitration by a single arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction over this Agreement. Any such arbitration will be conducted in, or within a thirty (30) mile radius of, Boston, Massachusetts. The prevailing Party shall be entitled to receive from the other Party its reasonable

attorney's fees and costs incurred in connection with any action, proceeding, or arbitration hereunder.

- b. This Section 13 shall not be construed to limit any other legal rights of the Parties. Each Party acknowledges and agrees that any breach or threatened breach of this Agreement by the other Party may result in substantial, continuing, and irreparable damage to the first Party. Therefore, before or during any arbitration, either Party may apply to a court of competent jurisdiction for a temporary restraining order, preliminary injunction, or other equitable relief where such relief is necessary to protect the Party's interests pending completion of the arbitration proceedings.

14. Independent Status:

- a. Nothing in this Agreement will be construed or deemed to create a relationship of employer and employee, partner, joint venturer, or principal and agent between MassCEC and Applicant.

15. Severability:

- a. Each provision of this Agreement shall be treated as a separate and independent clause and any decision from a court of competent jurisdiction to the effect that any clause or provision of this Agreement is null or unenforceable shall in no way impair the validity, power, or enforceability of any other clause or provision of this Agreement.

16. Amendments and Waivers:

- a. MassCEC may amend this Agreement by posting an amended version to its website or by emailing an amended version to Applicant. Any waiver by MassCEC of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of such provision or any other provision of this Agreement. Forbearance or indulgence in any form or manner by a Party shall not be construed as a waiver, or in any way limit the remedies available to that Party.

17. Binding Effect, Entire Agreement:

- a. This Agreement shall be binding on the Parties and their respective successors and permitted assigns, and shall inure to the benefit of the Parties and their respective successors and permitted assigns. Except as provided in the immediately preceding sentence, nothing in this Agreement shall be construed to create any rights or obligations except between the Parties, and no person shall be

regarded as a third-party beneficiary of this Agreement. This Agreement embodies the entire understanding and agreement between the Parties with respect to the subject matter of this Agreement and supersedes all prior oral or written agreements and understandings relating to such subject matter. No statement, representation, warranty, covenant, or agreement of any kind not set forth in this Agreement will affect, or be used to interpret, change, or restrict, the express terms and provisions of this Agreement. The following are hereby incorporated into this Agreement by reference:

- a. Attachment 1: Terms of Use
- b. Attachment 2: Privacy Policy