



Massachusetts Clean Energy Internship Program Frequently Asked Questions for Prospective Intern

PROSPECTIVE INTERN FAQS

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

Students seeking an internship will complete an online application, which will include their resume, academic background, and preferred industry subsector. Host Employers¹ will review these applications and select candidates to interview and hire. Prospective interns can also view job descriptions and reach out to employers they are interested in working for. Internships are full or part-time during the twelve (12) week session. Host 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).

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

Prospective interns can apply online anytime via www.masscec.com/user. 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.

3. What are the eligibility requirements for prospective interns?

Students will be required to meet the following eligibility requirements:

Must be eighteen (18) years of age or older at the start of any Internship and attend, or have attended:

- A college or university located in Massachusetts;
- A college or university outside of Massachusetts, if the student is a Massachusetts resident and is able to present proof of residency; or
- A training program or certificate program based in Massachusetts.

¹ For undefined capitalized terms contained herein, see definitions in Section 1 of the Intern Terms and Conditions.

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 twelve (12) credits;
- If a student attends a training program, or attended a program that has been completed within the last year; or
- Graduate students must be currently enrolled in their program or have completed it within the last year.

The following 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.
- 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 (2) 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.

4. How do I increase my chances of being selected for an Internship?

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

- Ensure the information in your application is accurate and up to date. Your transcript must be current, and include your name, your school's name, and your most recent enrolled term;
- 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.

5. Will prospective interns know which Host Employers are reviewing their applications?

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

6. How many Interns will be selected?

MassCEC can support stipends for three hundred (300) Interns during the summer session. MassCEC will reserve sixty (60) spots during the summer for: (i) companies with an office located in a Gateway City; and/or (ii) students who live in Gateway Cities. The remaining spots each session will be allocated on a first-come, first-served basis.

7. What paperwork is required for a student to participate in the program?

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.

8. 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. **Host Employers are not allowed to pay an Intern less than Fifteen Dollars per hour (\$15.00/hr). Please be sure you are aware and agree to the terms of the Internship before starting any work. Interns must be paid for their work. If you are not paid you may report this to the Attorney General's Office <https://www.mass.gov/how-to/file-a-workplace-complaint>.**

Interns **must** be paid overtime if they work for more than forty (40) hours in a week.

9. My Host 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 Host Employer that asks you to sign a non-compete agreement should be reported to MassCEC by emailing internships@masscec.com.

10. 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.

11. Can I send MassCEC photos of my Internship experience?

Absolutely! There is a photo waiver that is included in the terms and conditions that both you and the employer sign. Please send us photos that highlight the exciting work you are doing.

12. I attend a Community College, can I participate in the Program?

Yes! We incentivize Host Employers to hire community college students by allowing them to hire three (3) interns (normally they can only hire two (2) per session) if one is from a community college. If you have any questions about the application process or about the job descriptions and the skills/experience required, please reach out to us at internships@masscec.com, and also ask your school's career center for assistance.

13. The standard spots are full for the session, what should I do?

We communicate the status of spot availability with the employers. An employer interested in hiring you should be in contact with you regarding your status. If you have an approved eligibility check and

signed offer letter and you are added to the waitlist, we will contact the employer with further instructions if funds become available. The waitlist is on a first-come, first-serve basis.

14. I am enrolled in a Certificate or Training program, can I participate?

Yes! You will need to supply proof of your enrollment in the certificate or training program by uploading the documentation into the portal instead of uploading a transcript. If you have any questions, please email us at internships@masscec.com.

15. Can International students participate?

International students can participate if Host Employers are willing to sponsor them, and MassCEC is not involved in that process. Some Host employers will hire International students, and each Host Employer's posting on the Internship portal should tell you whether they can hire you.

16. Can I participate in the Program more than once?

Yes! You are welcome to participate in the Program multiple times, the only requirement is that you not work for the same Host employer for consecutive sessions, and that you complete the student survey for each session before you apply for the next one.

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 soon as possible.