



# Summer 2020 Clean Energy Internship Program: Company Application

Applications Due: March 20, 2020

*Rhode Island's clean energy industry has seen significant employment growth with an impressive 72% increase since 2014. Over 15,800 green jobs ranging from direct construction, engineering, research, policy, professional services, energy efficiency and more! The RI Clean Energy Internship Program is designed to help provide internship opportunities in these careers.*

*Students will be able to develop professional skills under the mentorship of an industry partner to combat real world problems in energy and the environment.*



## Eligibility & Requirements:

- Be an eligible clean energy company. For the purposes of this program, REF defines a clean energy company as “an employer engaged in whole or in part in goods and services, or advanced and applied technologies that significantly reduce or eliminate the use of energy from non-renewable sources, including, but not limited to: energy efficiency; demand response; energy conservation and those technologies powered in whole or in part by the sun, wind, water, biomass, alcohol, wood, fuel cells,” and “any renewable, non-depletable or recyclable fuel.” REF and OER staff in their sole discretion makes the determination of whether an employer is a clean energy employer.
- Be registered to do business in Rhode Island.
- Provide adequate proof that your organization is able to pay your intern(s) and all associated costs associated with employment.
- Successfully demonstrate that your organization has a formal office in Rhode Island.
- Not be an academic or government entity.

---

## How to Apply:

Applicants must complete and submit all application materials electronically to the Renewable Energy Fund by the application deadline – March 20, 2020.

Submit completed applications to:  
[ref@commerceri.com](mailto:ref@commerceri.com)

Application Packets must include the following:

- Completed Company Application Form
- W9 form

# 2019 Clean Energy Internship – Industry Partner Application and Guidance

Rhode Island’s clean energy industry has seen significant employment growth with an impressive 72% increase since 2014. Over 15,800 green jobs range from direct construction, engineering, research, policy, professional services, energy efficiency and more! The RI Clean Energy Internship Program is designed to help provide internship opportunities in these careers. The Rhode Island Office of Energy Resources, in partnership with Commerce Rhode Island’s Renewable Energy Fund, are looking for green companies to partner with to offer internships to students for the Summer of 2019.

## **Your Commitment to the Clean Energy Internship Program:**

- Commitment to the program and agree to the payment terms of the internship
- Provide the intern the wage including in the intern agreement
- Reporting to OER

## **How to have the best experience with your intern to increase retention and ensure professional development**

- Set expectations and guidelines for the intern’s work ethic and how your office runs during the interview process, including office hours, dress codes, and conduct
- Discuss the objectives and goals of the position as part of the initial recruiting stage
- Determine who will be a mentor or coach for the intern – this may be someone other than their direct manager
- Create meaningful, practical work experiences that support any administrative tasks in the role
- Set measurable timelines and goals and keep the intern accountable for reporting their progress against them
- Provide candid feedback during the internship and at the end of the summer

A clear and concise job description is critical for this matching your company needs with a potential intern. For tips on writing intern job descriptions, please review the [“Employer Guide: Creating a Meaningful Learning Experience for Students”](#).

# Company Application Form

## Basic Information

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Number of Employees in RI: \_\_\_\_\_

## Clean Energy Sector(s)

From the list below, please circle your company's primary clean energy sector(s)

Alternative Transportation

Demand Response

Hydro

Biofuel

Energy Efficiency

Smart Grid

Biomass

Fuel Cell

Solar

Carbon Trading

Geothermal

Water Technology

Conservation

Green Building

Wind

Other: \_\_\_\_\_

## Applicant Job Type(s)

From the list below, please circle your company's available applicant job type(s)

Accounting	Distribution	Marketing
Administrative	Engineering	Professional Services
Analyst	Executive	Project Management
Architecture	Facilities	Research
Business Development	Finance	Sales
Communications	Human Resources	Software Development
Construction	Installation	Other: _____
Consulting	Legal	
Data Analysis/Management	Maintenance	
	Manufacturing	

## Job Description

Please provide the job description for the position including tasks, duties, and responsibilities of the intern:

## Company Information

Please describe the general nature of the applicant's business organization:

## Financial Capability

Indicate below whether your company is financially able to compensate intern(s) (and any other associated costs of employment) through the program and describe the payroll system utilized. Please be aware that it is a requirement for interns to be paid on a W2 status in order for you to participate and be reimbursed through the program.

**W9**

Please attach a W9 for the company.