

DW-ASSIST

Drinking Water Assistance Center

DrinkingWater@umass.edu

Water Professional Partnership Internship Program

<https://www.mass.gov/info-details/water-professional-partnership-internship-program>

Information for Internship Host Organizations

MassDEP Drinking Water Program (DWP), in partnership with the University of Massachusetts – Amherst (UMass), has developed a Water Professional Partnership (WPP) Internship Program. The purpose of the internship program is to connect drinking water organizations, specifically water utilities, with interns who are interested in a career in the industry. Internships are flexible and can be at any time of year and for any duration based on the schedule of the host organization and the intern. Internships can also cover a wide range of activities, such as operations, technical, billing/finances, laboratory, and communications, depending on the needs of the water utility.

The following information highlights the process and key considerations for prospective host organizations.

Key Considerations

The WPP Internship Program is geared towards drinking water utilities, such as water departments, public works departments, and water districts. Internships can cover a wide range of activities depending on the needs of the water utility. Water utilities should take note of the following considerations regarding participation in the WPP Internship Program.

- **Interns:** Prospective interns may be students, recent graduates, or adults looking for a career change. Some prospective interns may have a background in drinking water, environmental science, trades, or similar topic areas. Some prospective interns may not have relevant background education or experience but have a strong interest in learning more about the drinking water industry.
- **Time and Duration of Internship:** Internships can be flexible in terms of time of year, duration, and work schedule. These details can be coordinated between the water utility and prospective intern. If your water utility has specific preferences for any of these aspects, please let DWP/UMass know. Some interns may have flexible schedules, while others may have schedule restrictions (e.g. school).
- **Pay:** DWP/UMass can fund three to five interns in a calendar year. The pay range is typically \$15-28 an hour. Exact pay for an intern will be coordinated between DWP/UMass and your utility during initial planning conversations. Interns are hired by UMass and become UMass employees. If this hiring structure does not work for your utility (i.e. interns must be hired under your organization), please let DWP/UMass know.
- **Liability Insurance:** Water utilities are required to carry liability insurance for a potential intern.
- **Hiring Process:** DWP/UMass will first meet with your utility to discuss internship logistics. DWP/UMass interviews prospective interns before coordinating an interview between the water utility and the prospective intern. If your utility has a longer hiring process or additional hiring requirements (e.g. you must interview intern candidates according to company rules or get approval from managers or select boards), please let DWP/UMass know so the hiring process can be coordinated.
- **Transportation:** Interns are required to coordinate transportation between their homes and their workplace. If having a driver's license and personal vehicle is required for interns working at your utility, please let DWP/UMass know.
- **Other Intern Qualifications/Requirements:** Please let DWP/UMass know if there are any other qualifications or requirements that prospective interns must have in order to work at your utility.

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Internship Process

The following list details the DWP/UMass process for identifying host organizations (i.e. water utilities) and partnering those utilities with interns.

1. Interested water utilities should fill out the general interest survey at <https://forms.office.com/g/UqhdFggXq7> or at the QR code below.
2. DWP/UMass will schedule a meeting with your utility to discuss your capabilities to host an intern and other internship logistics such as pay and schedule.
3. Interns are found in one of two ways:
 - a. DWP/UMass identifies prospective interns from outreach to programs such as schools, training programs, or career centers.
 - b. Your utility has identified a prospective intern and would like to hire and pay them through the WPP Internship Program.
4. DWP/UMass interviews prospective interns to learn about their experience and interest in the WPP Internship Program. DWP /UMass also collects logistical information from the prospective intern, such as schedule.
5. DWP /UMass will reach out to your utility if we have an intern that would be a good match. DWP /UMass will make introductions and coordinate an interview between your utility and the prospective intern. DWP /UMass can be included in the interview if requested. The interview can also include a discussion about logistics and schedule.
6. Once your utility approves of an intern, DWP /UMass can hire the intern via UMass and identify schedule, pay, and other logistics. If your utility has other internal processes that must be completed, those should be completed during this step.
7. Once all hiring logistics are complete, the intern will begin working at your utility at the identified start date.

For More Information:



For the Host Organization Survey:

