



# INTERNSHIP CHALLENGE

*Frequently Asked Questions for Prospective Interns*

## What is the Internship Challenge?

The Internship Challenge is a workforce development program focused on enhancing the talent pipeline for Massachusetts companies engaged in the life sciences. The Massachusetts Life Sciences Center (MLSC) facilitates the placement of students and recent graduates who are considering career opportunities in the life sciences in paid internships across the state throughout the year. Consistent with the MLSC's role as a catalyst in growing the talent needed by the life sciences industry, the Internship Challenge is designed to create hundreds of new internship opportunities each year by enabling small businesses to hire paid interns. The MLSC reimburses eligible companies for intern stipends.

## What are the program's objectives?

The objectives of the Internship Challenge are to:

- ✓ Provide the life sciences community with a talented pool of young scientists
- ✓ Enable more students to explore career opportunities in a challenging economic environment
- ✓ Enable more life sciences companies to mentor students and provide internship opportunities across a broader spectrum
- ✓ Increase awareness and meet a need identified by multiple talent reports
- ✓ Recognize and support the need for greater diversity in our life sciences workforce
- ✓ Provide a peer network of young scientists and students interested in working in the life sciences

## How does the program work?

Students or recent graduates that are looking for an internship in the life sciences industry will need to first complete an online application (link below), which includes their resume and a cover letter.

Applications are accepted year-round but will expire after six months if not updated. Representatives from companies looking to host interns review applications, interview candidates, and select interns with the qualifications that are most suited to their needs. Internships can be part or full time and can take place throughout the Program Year, which runs from **May 1st through April 30th**.

**The MLSC will reimburse eligible companies for pay rates of up to \$17 per hour for a total reimbursement of no more than \$8,160 per intern at the conclusion of the internship.**

## When will the program begin accepting applications and how do prospective interns apply? Is there a deadline?

The MLSC accepts applications through its website year-round – there is no application deadline. Applications will *only* be accepted online, and must include a resume and cover letter (in PFD format).

Once submitted, applications are made available to companies reviewing candidates and will remain in our database for up to six months. Applicants have the ability to log in at any time to withdraw or update their application.

## What are the eligibility requirements for prospective interns?

Prospective interns will be required to meet the following eligibility requirements:

1. Must be Massachusetts residents (able to provide proof of residency) OR attend(ed) a college or university located in Massachusetts (able to provide enrollment verification); and
2. Must meet one of the following:
  - 2-year/Community College/Certificate students must be enrolled in an Associate's Degree or Certificate program or completed one within the past year.
  - 4-year college or university students must have or will complete(d) at least their sophomore year the semester before the internship, or have graduated within the past year.
  - Graduate students must be enrolled in a Master's Degree program or received their Master's Degree within the past year. Ph.D. and M.D. candidates are *not* eligible.

### **PLEASE NOTE:**

- Interns cannot participate in more than one subsidized internship in the *same* Program Year.
- Interns cannot participate in more than two subsidized internships (over two Program Years) with the *same* company.
- Interns cannot be the spouse, child, grandchild, sibling, niece, nephew, or spouse of a child, grandchild, sibling, niece, or nephew of ANY employee of the company.

## Will prospective interns know which companies are reviewing their applications?

The names of participating companies will not be posted. The program is designed so that companies review applications and contact applicants directly if they are interested in arranging an interview. Since interns will be placed on a rolling basis, it could take weeks or months to hear back from an interested company.

## **How many interns will be selected?**

The MLSC anticipates placing over 400 interns each Program Year (May 1<sup>st</sup> through April 30<sup>th</sup>). Stipend subsidies are committed to companies on a first come, first serve basis. After total allocation of the funds, companies may still access the database of candidates and offer paid or unpaid internships at the company's discretion.

## **What paperwork is required once an intern is selected?**

Interns will have to satisfy all paperwork requirements as requested by the employer company (which can vary). Interns are not required to execute an Agreement with the MLSC. However, all applicants are required to upload eligibility verification documentation as part of their application. This could be in the form of a Massachusetts college transcript, Massachusetts college ID, or Massachusetts photo ID (for non-Massachusetts students).

## **What does the MLSC expect of an intern during their internship?**

The MLSC expects that interns maintain a professional demeanor throughout their internship and comply with all host company policies. It is also expected that interns complete all weeks of their internship as initially agreed upon with their host company. If an intern cannot fulfill his or her commitment to the internship, providing sufficient advanced notice to their supervisor is required. Companies reserve the right to terminate the internship at any time and for any reason.

## **What is the intern stipend and how will interns be paid?**

Interns will be hired and paid directly by their host company. The pay rate should be established and agreed to prior to accepting the internship offer. The MLSC will commit to reimburse companies for pay rates of up to \$17 per hour for a total reimbursement of up to \$8,160 per intern; however, companies reserve the right to pay interns more or less than this amount. Companies will also be expected to pay their interns on a schedule that was previously explained and agreed to by the intern.

## **Other Questions?**

**Please send an e-mail to:  
[internship@masslifesciences.com](mailto:internship@masslifesciences.com)**