



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

INTERNSHIP PROGRAM

FREQUENTLY ASKED QUESTIONS (FAQ)

General

Q: What does the MWD Internship Program have to offer?

A: The MWD Internship Program provides students with opportunities to enhance their education through practical application of their skills in a real-world work setting. Student Interns become familiar with the water industry programs administered by the Metropolitan Water District and policies and procedures of the District. We offer an organized mentorship program to provide Student Interns with professional guidance. Mentors spend significant time per week with their Student Intern on mutual projects, skill development, or just Q&A. MWD is committed to making sure Student Interns have all the tools they need to enjoy and succeed in a professional, challenging and fun experience.

Q: Where are the internship positions located?

A: MWD has various facilities throughout Southern California. The work location for available openings will be listed on each job posting.

Q: How long can I work as a Student Intern?

A: Student Intern positions are limited to a maximum term of 960 hours.

Q: What are the work hours for Student Interns?

A: Student Intern work hours are mutually agreed between the intern and his/her supervisor. Student Interns are permitted to work up to 8 hours per day, as long as they do not exceed 20 hours per week.

Q: Does the program guarantee me a permanent job?

A. No. Participation in MWD's Internship Program does not automatically result in a permanent or full-time job offer.

Q: Who can I contact if I have more questions?

A: If you need assistance or have additional questions, contact Kelly Bowen at (213) 217-5645 or by email at kbowen@mwdh2o.com.

Eligibility

Q: What is the process to be hired as a Student Intern?

A: You must apply, successfully pass a screening and selection process, background security check and prove your eligibility to work in the U.S.

Q: How do I apply and what are the eligibility requirements?

A: To apply for a paid Student Intern position, there must be an open position (job posting) listed on our website under "Employment Opportunities - Open to All Applicants". If we do not have any Student Intern positions listed on this page, there are none available. We encourage you to check back periodically. When there are open positions, see below:

- Create an account on our website. Identify the job you want to apply for and provide required information. Click "Apply Online."
- Be enrolled in an accredited four-year college or university carrying a minimum of 12 semester units or 8 quarter units with junior or senior standing in a related major OR currently be enrolled in an accredited graduate degree program in a related major.
- Have a minimum cumulative grade point average (GPA) of 2.75, and maintain good academic standing with the university.
- Major in a field of study related to that which is listed on the job posting you apply for.
- Provide official transcripts from college or university.
- Provide proof of U.S. citizenship or eligibility to work in the U.S.

Q: What is the deadline to apply for a MWD Internship?

A: The application filing period is listed on each available job posting.

Q: What types of skills and backgrounds do you look for?

A: Specific skill requirements are listed on each job posting. In general, we look for the skill and ability to:

- Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions;
- Develop effective solutions;
- Apply creative thinking in the design of methods and processing information;
- Monitor and resolve problems;
- Establish and maintain effective working relationships with others and
- Communicate effectively

Q: Can I drop all my classes during my internship at MWD?

A: No. Interns are required to carry a minimum of 12 semester units or 8 quarter units throughout the duration of their internship. Your internship will be discontinued if you fail to meet this requirement.

Q: Can I continue my internship with less than the required 2.7 cumulative GPA?

A: No. Interns must maintain the required cumulative GPA at all times. Your internship will be discontinued if you fail to meet this requirement.

Q: Who is eligible to take an internship for credit?

A: Each school or college has its own rules about whether students can take an elective internship for credit. Please check with your school counselor.

Visa Requirements

Q: Can MWD provide me with a US work permit or visa?

A: No, MWD does not provide or offer immigration services.

Q: Do I have to be a citizen to be eligible for internship at MWD?

A: No, students who are eligible to work in this country under U.S. Immigration Laws can apply for MWD internship.

Benefits

Q: Does MWD provide employment and health benefits for Student Interns?

A: No.

Q: Do interns get paid for overtime, vacation and holidays?

A: No.

Q: Can Student Interns participate in MWD administered training?

A: Yes, as long as it is job related.