



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## INTERNSHIP PROGRAM

### FREQUENTLY ASKED QUESTIONS (FAQ)

#### General

**Q: What does the internship have to offer?**

A: The Internship Program provides students with opportunities to enhance their education through practical application of their skills in a real-world work setting. 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 interns with professional guidance. Mentors spend significant time per week with their intern on mutual projects, skill development, or just Q&A. MWD is committed to making sure interns have all the tools they need to enjoy and succeed in a professional, challenging, and fun experience.

**Q: Where are the internships located?**

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

**Q: How long is a MWD Internship?**

A: Interns are limited to a maximum term of 960 hours.

**Q: What are the work hours for interns?**

A: Intern work hours are mutually agreed on between the intern and his/her supervisor. 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](mailto:kbowen@mwdh2o.com).

**Eligibility**

**Q: What is the process to be hired on as an intern?**

A: Apply for the program by submitting all application materials. Successfully pass the screening process, selection process, and background security check and prove eligibility to work in U.S.

**Q: What are the eligibility requirements?**

A: In order to qualify for the Student Intern classification, a student must:

- Submit a completed MWD job application and Statement of Purpose.
- 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 relating major and must maintain enrollment.
- Have a minimum cumulative grade point average (GPA) of 2.75, and maintain good academic standing with the university.
- Be in a field of study related to that which is listed on MWD job posting.
- Provide an official transcripts from all college/universities attended.
- Provide proof of U.S. citizenship, legal residence and eligibility to work in the U.S.

**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. 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.

## **Applications**

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

A: The application filing period is posted on each available job opening.

### **Q: What is the best way to apply for the MWD Internship Program?**

A: You may mail, fax or submit your application in person.

The following is required for a complete application packet:

1. MWD job application
2. Statement of Purpose
3. Official Transcripts from all colleges/universities attended

The completed application packet **MUST** be received and date/time-stamped (not post-marked) by the Human Resources Section before 4:45 p.m. of the closing date. Mailing address: P.O. Box 54810, Los Angeles, CA 90054-0810. Application packages may also be faxed to 213-217-7770 in order to meet the deadline, but **MUST** be followed up by an original. Human Resources is located at 700 N. Alameda St. Los Angeles, CA. 90012.

Resumes cannot be substituted for a completed MWD application packet, but should be included in the application packet.

## **Benefits**

### **Q: Does MWD provide employment and health benefits for interns?**

A: No.

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

A: No.

### **Q: Can interns participate in MWD administered training?**

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