High School Internship Program Overview

SunPower's high school internship program connects academics to industry through relevant work-based learning. Interns will explore the solar energy industry, gain exposure to careers, and build work-ready essential skills. Working with their SunPower manager, interns will also learn technical skills related to their specific work project.

Hours and Compensation

- Internship will be held Wednesdays from 3:30 - 6:00 PM at the SunPower office (1414 Harbour Way South, Suite 1901, Richmond, CA 94804)
- 9 total weeks. Wednesday November 2nd – Wednesday January 25th.
    - 1 week off November 23rd (Thanksgiving)
    - 3 weeks off December 21st, December 28th and January 4th (Finals and holidays)
- 34 total hours, approximately 4-5 hours per week.
    - ~3 hours per week at SunPower office
    - ~1-2 hours per week outside of SunPower office. *In order to increase the number of internship hours, SunPower provides supplemental professional development assignments.
- Hourly wage of $12.50 for SunPower office based work. Hours outside of SunPower are unpaid.

Required Qualifications

- High school junior or senior and 16 years or older
- Student in either West Contra Costa USD, Tamalpais Union HSD, or San Rafael City Schools
- Strong academic standing and have teacher recommendation
- Ability to transport self to SunPower's Richmond office
- Preference given to SunPower Solar Energy Academy graduates

Available Internship Positions

There are five to six internships available in five different areas at SunPower. Interns will rank their interest in each internship position in their application.

1. Project Management, Utility (1)
2. Research and Development, Residential (1-2)
3. Design Engineering, Residential (1)
4. Sales, Commercial (1)
5. Marketing, Schools (1)

How to Apply

- **Thursday October 20st:** Application deadline. Complete the *SunPower Horizons 2016 High School Internship Application* and submit it to horizons@sunpower.com by 11:59 PM October 20th.
  Email Subject Line: "Internship Application: ___{Your name}___"
- **Friday October 21st**: Notification of interview day and time.
- **Monday October 24th – Tuesday October 25th:** Interviews.
- **Wednesday October 26th:** Notification of acceptance.
- **Thursday October 27th**: Please accept or decline your offer
- **Wednesday November 2nd:** Start date.

High School Internship Positions

1. Project Management, Utility

Internship Description

Intern will assist the Utility Power Plant (UPP) team in their weekly project life forecast. Responsibilities include management of staffing budgets, creating forecasts for appropriate budgets, reviewing purchase orders and reviewing invoices. Additional responsibilities may be assigned on a case-by-case basis, such as taking meeting minutes and creating PowerPoint presentations.

Specific Qualifications

- Basic-intermediate MS Excel
- MS Word
- PowerPoint
- Self-starter, assertive learner

Acquired Skills

- Understanding the life-cycle of a utility solar project
- Budgeting
- Using MS Excel to manage project data
- Project construction scheduling

2. Research and Development, Residential

Internship Description

Intern will assist engineers on the Research and Development (R&D) team in assembling models of residential mounting and racking systems. Intern will gain exposure to the design process. Additional projects may include reading assembly drawings and working with AutoCad. *This internship project requires one to two days with additional hours. Exact day will be decided upon with intern manager based upon intern's school schedule.

Specific Qualifications

- Strong math skills
- Using a measuring tape
- Using basic carpentry tools
- Self-starter, assertive learner

Acquired Skills

- Application of design principles of mechanical engineering
- Introduction to Design rendering software: AutoCad/Solid Works

3. Design Engineering, Residential

Internship Description

Intern will be supporting SunPower's residential design team. Intern will utilize Aurora (a web-based software utilized in the solar industry) to design residential solar systems. Intern will track and respond to projects in Salesforce.

Specific Qualifications

- Beginner level experience using a design software
- Basic-intermediate MS Excel
- MS Word
- PowerPoint
- Self-starter, assertive learner

Acquired Skills

- Residential solar system design and system sizing
- Understanding of residential project lifecycle
- Project application of MS Excel
- Aurora to design residential solar systems
- How Salesforce.com is used to manage projects

4. Sales Analyst, Commercial

Internship Description

Intern will assist the Commercial Sales team in conducting a solar analysis at a school site. Intern will design the system, model energy production, conduct rate analysis and potentially a financial analysis using web-based software's and pre-existing models.

Specific Qualifications

- Moderate to intermediate MS excel
- MS Word
- PowerPoint
- Math-oriented: ability to distinguish what seems reasonable ex. if something is an order of magnitude off
- Self-starter, assertive learner

Acquired Skills

- Understanding the life-cycle of a commercial-scale solar project
- Energy rate analysis
- How to determine a solar project size
- Rate analysis
- Advanced use of MS Excel

5. Market Research, Commercial

Internship Description

Intern will assist the Commercial Marketing team in conducting market research on prospective customers. Utilizing a pre-identified list of target customers, the intern will conduct research on solar viability. Intern will also look at public databases to fill in key decision makers who would be involved in the solar decision making process.

Specific Qualifications

- Basic-intermediate MS Excel
- MS Word
- PowerPoint

- Self-starter, assertive learner

Acquired Skills

- Research skills
- Project application of MS Excel
- Understanding the life-cycle of a commercial-scale solar project