



1112 HIGH STREET
P.O. BOX 186
DEDHAM, MASSACHUSETTS 02027
PHONE: 781-326-2473
FAX: 781-251-0874
EMAIL: tec@tec-coop.org
www.tec-coop.org

TEC INTERNSHIP PROGRAM

Dear Parents and Students:

The Education Cooperative (TEC) has provided students with a unique opportunity to explore future career directions through the Internship Program since 1980

- These 60-hour unpaid internships are available to students who have completed two years at an accredited high school.
- Internships are available during the academic year or summer months.
- The program provides students with first-hand experience in specific business, professional, and vocational settings.
- An on-site sponsor and personal internship coordinator assist students in learning decision-making skills, working in a professional environment, and gaining specific work experience that can be included in a résumé.
- Upon fulfillment of program requirements (60 internship site hours, internship evaluation, and portfolio completion), the experience may be included on the student's school record.

A check, payable to The Education Cooperative (please see the fee information below), must accompany each application for all internships.

- Academic Year: \$500 for students who attend school in TEC member towns*; \$600 for those whose schools are in Non-TEC member towns. Applications are due 6-8 weeks before the desired start date.
- Summer: \$550 for students who attend school in TEC member towns*; \$650 for those whose schools are in Non-TEC member towns. Applications received before March 20, may take advantage of a \$50 application discount. Applications are due May 1st!
- With both the Academic Year and Summer Internship program, the program fee includes a non-refundable \$150 processing fee. No refunds will be issued once a placement has been secured.

*If a student lives in a TEC member community but attends school in a Non-Member town or attends any private school, that student must pay the Non-Member fee.

The program fee covers:

- Application and registration process
- Individual interviews
- Administrative costs of internship development
- Placement, supervision and evaluation
- Orientation
- Career focus workshops
- Recognition Ceremony

We do our utmost to find a custom placement in one of the student's chosen fields. Students must interview with and be accepted by the TEC Coordinator and the Sponsor.

Summer applications should be received at TEC by May 1, 2010. If a student wishes to apply for a summer internship after that date, he/she should call the TEC office and speak to a member of the career services department first.

If you have any other questions or need additional information, please contact 781-326-2473 X121

Sincerely,

Sherri Sigel
Coordinator, Career Services Department



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CONSENT AND RELEASE FORM

I, the undersigned _____

(Legal relationship to student, e.g., "parent"; "guardian")

of _____, do hereby consent to my child's participation in the
Internship Program of
(Name of Student)
The Education Cooperative.

I also agree to forever release The Education Cooperative, all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in this program of The Education Cooperative ("the Releasees") from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to my child or property damage resulting from my child's participation in this program of The Education Cooperative.

I also promise, to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to my child or property damage resulting from my child's participation in this program of The Education Cooperative.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my child's participation in this program is voluntary and that my child and I are free to choose not to participate in said program. By signing this Form, I affirm that I have decided to allow my child to participate in this program of The Education Cooperative with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage my child or I may suffer in this voluntary Education Cooperative program.

Signed _____

Parent or guardian of _____

Date _____



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PUBLICITY RELEASE FORM

In order to promote and advance career and occupational services for students, it is necessary to educate professional workers, students and the public about programs available through **The Education Cooperative**. We believe slides, videotapes and photographs can be helpful in achieving these goals. We request your permission to have your student appear in such films and photographs used only for the purpose stated below. Family names may be used in connection with these photographs.

I give my permission to **The Education Cooperative** to use visuals of _____ in order to promote these programs.

Student's Name

Parent's or Guardian's Signature
(student may sign if 18 years old)

I give my permission to **The Education Cooperative** to use _____ 's family name in connection with these visuals.

Student's Name _____

Parent's or Guardian's Signature

Date: _____

REFUND POLICY

With both academic year and summer Internship Programs, the program fee includes a non-refundable \$150 processing fee. No refunds will be issued once a placement has been secured. There will be no refunds once the internships are established and or after a student has been placed for 10 hours.

If a student decides not to participate in their internship as planned, they must notify their internship coordinator within 10 business days of their start date. If this procedure is not followed, the amount of \$300 will be withheld from any potential refund. The internship coordinator not the intern will notify the sponsor regarding non-participation changes.

I have read this refund policy

Parent's or Guardian's Signature
(student may sign if 18 years old)