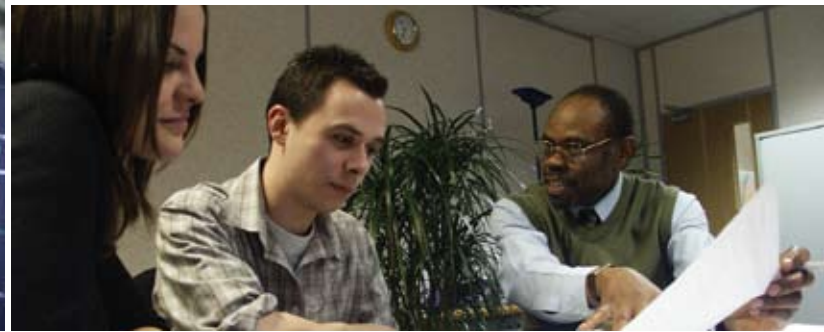




BOSTON
www.ecenglish.com



Internship Program

Program Description:

This highly effective combination of hands on learning and guided instruction gives students a competitive edge in applying for jobs and university admissions both within their own countries and here in the United States. EC Boston endeavors to find the student's ideal internship position in an industry of the student's choice. EC Boston works with the sponsors and student to develop mutually acceptable learning goals so that the student gains valuable professional experience and English language practice. Students have been placed in all types of companies - law firms, design firms, accounting firms, travel agencies, hotels, etc. Each week, students work with the EC Internship Supervisor to prepare a final report that can be a valuable asset to their working portfolio.

Registration Requirements

- Minimum age: 18
- Student may be asked to successfully complete an oral in-person or phone interview
- Student must take at least 8 weeks of classes (ESL/TOEFL/Test Prep in advance of starting the internship. Please plan for this additional tuition cost.

Please submit the following at least 8 weeks prior to Internship start date:

- A completed full-time Internship Student Application
- Resume
- Proof of TOEFL score of at least 550 (80 IBT) or completion of the Advanced or Proficient level at EC Boston
- Student Internship Placement Questionnaire
- Full payment (tuition+placement fee)

Cancellation/Refund Policies and Placement Offers:

- No postponement is allowed for Internship Program.
- If the student withdraws from the Internship Program at least one week before the assigned program start date the internship tuition will be refunded less the \$250 placement fee and a \$150 cancellation fee. After that time, there will be no refunds issued.
- EC Boston will offer a maximum of two different placement opportunities per internship registration. If the student declines both opportunities, then registration is canceled and the student will lose the \$250 placement fee and \$150 registration cancellation fee. The tuition balance will then be applied to another course at EC Boston. This cancellation must be made at least one week before internship start date or the student

will lose entire tuition and placement fee.

- Placement will be in a professional position, but can not be guaranteed in the field of your choice.
- If a student fails to secure a placement after successful completion of the interview process, the student can continue to study in the highest level of our English courses for the remainder of the internship time (additional tuition will be required), or can accept a placement on campus at EC Boston.
- If EC Boston fails to find a placement, the student will be offered a position, on campus, at EC Boston or the internship will be cancelled and full refund of tuition & placement fee will be issued or credit applied to another course.

Academic Components

- Students are required to actively participate in the internship placement process. This includes working with their internship advisor to revise their resume, research local employers, practice interviewing techniques and develop learning objectives that will be used in the student's final portfolio and reflective paper.
- Students and internship providers work together to set out a schedule that provides the student with exposure and access to English in a working environment and allows them ample time to reach their academic goals.
- During the internship, students keep a journal detailing their experience, work on their portfolio, meet with their Internship Coordinator, and have the opportunity to meet with other students enrolled in the internship program to discuss their experiences working in the U.S.
- At completion, students are evaluated and provided a fulfillment letter outlining the quality of their onsite work, involvement in the process, final reflective paper and portfolio.

Facts

Student Visa: Students should apply for an I-20 from EC Boston.

Schedule:

- 20 hours of professional training (off-site)
- 3 hours of class per week (at EC Boston)
- 3 hours of self study per week (at EC Boston)
- EC recommends that students attend our lecture series, participate in pronunciation clinic and join the reading club.

Note: Extensions must be requested BEFORE the internship starts. The employer must confirm longer placement before extension can be confirmed. An extension fee of \$150 will be charged in addition to the difference in price between original and longer internship tuition.

The internship is unpaid

Fees

Internship Program Tuition 2009/2010:
4 week program \$750
8 week program \$1000
Non-refundable placement fee: \$250

Maximum placement length is 8 weeks. Student may not continue internship independent of EC enrollment.