



NEW ENGLAND CONSERVATORY

Cooperative Agreement for Studio Practical Training

Parties and Date:

Host Organization:	
Address:	
Authorized Contact (name, title):	
Effective Date:	

This Cooperative Agreement ("Agreement") is between New England Conservatory of Music, 290 Huntington Avenue, Boston, MA 02115 ("NEC"), and the Host Organization named above.

1. Purpose

NEC requires all students in studio instruction to complete on- and/or off-campus performance, composition, or supervised-teaching engagements as a required part of their studio class curriculum. This Agreement lets NEC students complete that requirement with the Host Organization. It does not by itself place any specific student. Each placement is confirmed separately in writing on NEC's [Documentation Form](#) (completed jointly by the student, studio instructor, and Host Organization). A student may not begin work until that confirmation is signed and, for F-1 students, Curricular Practical Training (CPT) authorization has been issued by NEC.

2. What This Covers

- Performance, composition, or supervised-teaching engagements directly related to the student's field of study, supervised for academic relevance by the student's NEC studio instructor.
- Not general labor unrelated to the student's curriculum. Host Organization will tell NEC before changing a student's duties from what was approved.
- For F-1 students, Host Organization will not let the student begin work until NEC confirms CPT authorization in writing.

3. Term

One academic year from the Effective Date, renewing automatically each year unless either party gives 30 days' written notice. Either party may end this Agreement anytime with 60 days' notice, or immediately for a safety or legal concern.

4. NEC Will

- Confirm the student is in good academic standing before practical training begins.
- Approve, through the studio instructor, that the practical training satisfies the curricular requirement.
- Issue CPT authorization for eligible F-1 students before work begins, and confirm this to the Host Organization in writing.

5. Host Organization Will

- Supervise the student and keep their duties consistent with what was approved.
- Follow all applicable employment, wage-and-hour, and workplace-safety laws for any paid engagement.
- Cap the student's hours at 20/week while NEC classes are in session (full-time is fine during NEC school breaks).
- Tell NEC promptly about any change in the student's position, hours, or an early end to the engagement.

6. No Guarantee; Not an Employer of Each Other

This Agreement doesn't promise any number of practical training engagements or that a specific student will be placed. Students are not employees or agents of NEC, and this Agreement doesn't make NEC and Host Organization joint employers of each other's people.

7. Insurance and Responsibility

Each party is responsible for its own acts and omissions and carries its own insurance. Host Organization maintains any workers' compensation, general liability, or other insurance required by law for the training; NEC does not insure Host Organization, its premises, or its operations.

8. Student Information

Host Organization will keep any student information it receives (including immigration status) confidential, and use it only to run the placement, consistent with applicable privacy law, including FERPA.

9. Governing Law

Massachusetts law governs this Agreement.

10. Entire Agreement

This Agreement is the entire agreement between the parties on this subject and can only be changed in writing signed by both.

Signatures:

New England Conservatory:

Signature:	Date:
------------	-------

Name (printed): _____

Host Organization:

Signature:	Date:
------------	-------

Name (printed): _____



NEW ENGLAND CONSERVATORY

Employer FAQ: Hosting an NEC Student Placement

Replaces the prior Employer FAQ for Curricular Practical Training

What is this program?

New England Conservatory requires all students in studio instruction, regardless of citizenship, to complete on or off-campus performance, composition, or supervised-teaching engagements as part of their curriculum. When a student completes this requirement with your organization, we call this a studio placement. If the student is an international student in F-1 status and the placement is paid, it also requires Curricular Practical Training (CPT) authorization, a federal work authorization NEC issues, not something you need to arrange.

Do I need an agreement with NEC before hosting a student?

Yes. NEC and your organization must have a signed Cooperative Agreement on file before any student begins a placement with you. This is a standing agreement covering the training relationship generally. It does not name a specific student or dates. If your organization doesn't already have one on file, contact NEC's Office of Academic and Student Affairs to get one in place; it's a short, standard document.

How is a specific student's placement confirmed?

Once the Cooperative Agreement is on file, each individual student placement is confirmed on NEC's Documentation Form, stating the student's name, position, duties, dates, and hours, signed by you and the student's NEC studio instructor. This replaces any separate offer letter; you do not need to draft one.

What do I need to do before the student starts?

- Sign the Documentation Form confirming the placement details.
- If the student is in F-1 status, wait for NEC's written confirmation that CPT authorization has been issued before the student begins work. NEC will provide this before the start date.
- If the student is not in F-1 status, no additional authorization step applies - the signed form is sufficient.

How many hours can the student work?

Up to 20 hours per week while NEC classes are in session; full-time is permitted only during NEC's official school breaks. CPT authorization is granted one semester at a time, so an ongoing placement needs a new confirmation and (for F-1 students) new authorization each semester.

What if the student's duties or schedule change?

Let NEC's Office of Academic and Student Affairs know promptly. A material change in duties, hours, or an early end to the placement may need a new confirmation or affect the student's work authorization.

How can I tell if a student is authorized to work?

For F-1 students, authorization appears on the 2nd page of the student's NEC-issued I-20. Only current, authorized employment is listed there.

Questions: Office of Academic and Student Affairs · international.students@necmusic.edu