

# Institutional Development

The Institutional Development department comprises the Office of Communications and the Office of Development. The Office of Communications produces TERC publications (print and digital), institutional website content, and handles public and media relations. The Office of Development provides grant support services and research assistance for external funding opportunities.

If you would like to receive Hands On! or are interested in hard copies of our current 'Initiatives' guides or product and publication catalogs, please contact [communications@terc.edu](mailto:communications@terc.edu).

## FAQs

### 1) What does “TERC” stand for?

Originally, when TERC was founded by Arthur Nelson in 1965, the acronym stood for “Technical Education Research Centers”—a title that encompassed that technical and vocational education endeavors of the organization at the time. Since then, we’ve extended our project research and development across all areas of STEM (science, technology, engineering, and mathematics) education to reach K-12 and postsecondary students as well as adult learners. Today, we are simply known as “TERC.” To read more about TERC’s history, visit [About Us](#).

### 2) Where is TERC located?

TERC is located at 2067 Massachusetts Avenue in Cambridge, Massachusetts. We are a short distance north on Mass Ave from the Porter Square T station.

TERC’s programming reaches over 3.5 million students nationally and internationally every year. Primarily, our projects are conducted in the United States. For more general information about TERC’s project work, visit the TERC Profile.

### 3) Does TERC provide funding?

TERC is not a funding organization. We receive grants and contracts from funding organizations to conduct project work. For more information about some of our partners and funders, please visit our 'Fundors' page.

### 4) Where can I learn about jobs, internships, and other opportunities to get involved with TERC’s work?

You can visit our '[Jobs](#)' page for current employment listings and internship opportunities. The appropriate contact for each job/internship will be included with the job description. Please direct any other position-related inquiries to [HRinfo@terc.edu](mailto:HRinfo@terc.edu).

In addition, TERC’s '[Get Involved](#)' page under the '[About Us](#)' menu contains opportunities for educators and administrators to get involved with active TERC research projects.

### 5) How do I contact a TERC employee?

To contact a TERC employee by name, visit our [Staff Directory](#) to search by first or last name. If you know your party’s first and last name, you can email them directly at [firstname\\_lastname@terc.edu](mailto:firstname_lastname@terc.edu). Alternatively, you can call our main line at 617-873-9600 and ask for an employee by name, or reach us by fax at 617-873-9601.

### 6) Does TERC accept articles, research, or links for publication?

TERC does not accept outside articles or research for publication. The TERC website is an organizational site designed to inform the public about our research and development work. We offer links to external research by our staff members in our [Research Library](#), as well as a comprehensive listing of [current projects](#).

### 7) How can I purchase a product or curriculum I am interested in?

TERC is not a publishing house or retailer, so we don’t accept orders unless noted specifically on the individual product page (see the list of TERC products [here](#).)

### 8) How can I subscribe to TERC’s mailing list, or be signed up for e-newsletters?

To subscribe to *Hands On!* (TERC’s bi-annual publication) or *TERC Connect* (TERC’s e-newsletter service), please email [communications@terc.edu](mailto:communications@terc.edu) with your request and include your name, address (if you’re interested in *Hands On!*), and an email address. You can also submit your request [here](#).

**9) Who do I contact if I am a journalist or member of the media interested in doing a story on TERC?**

For press and media inquiries, please email [contactus@terc.edu](mailto:contactus@terc.edu).

**10) Who do I contact if I notice an error on TERC's website or via social media feeds?**

For any web inquiries and corrections, please contact our Web Editor [here](#).

**11) Who do I contact if I have a partnership or funding opportunity for TERC?**

For funding inquiries, please contact our Institutional Development department at [contactus@terc.edu](mailto:contactus@terc.edu)

**12) Where can I find TERC via social media channels?**

TERC maintains social media feeds on [Facebook](#), [LinkedIn](#), [Vimeo](#), and Twitter ([@TERCtweets](#)). Please follow us, or click on the icons at that bottom of all TERC's site pages to navigate directly from TERC's website to our various feeds.

**13) Where can I find TERC's Conflict of Interest Policy?**

TERC's Conflict of Interest Policy is available [here](#).