

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
INTERNSHIP PROGRAM PARTICIPANT AGREEMENT

This is an Internship Agreement between Coast Guard and the Intern identified below. This Program is consistent with guidance contained in the Federal Regulations (Title 5 CFR Part 362), Coast Guard policies and standard operating procedures.

Appointee's Full Name

Appointing Agency/Sub-Agency

Appointment Date(s)

Work Schedule

Entrance on Duty (EOD) Date
(MM/DD/YYYY): _____

Full Time: _____ Part-Time: _____

Appointment Not to Exceed (NTE)
Date (MM/DD/YYYY): _____

Monday: _____ Thursday: _____

Program NTE (MM/DD/YYYY): _____

Tuesday: _____ Friday: _____

Wednesday: _____

Position Title, Series and Grade

Pay

Intern's Responsibilities

Hiring Official's/Supervisor's Responsibilities

- Provide proof of enrollment as necessary
- Notify the agency of any change in your enrollment status and/or work schedule
- Maintain at least a half-time course load as defined by the educational institution
- Maintain good academic standing, as defined by the academic institution (*generally at least a 2.0 Grade Point Average (GPA) for undergraduate programs (cumulative; no rounding) and a 3.0 GPA for advanced degree programs*)
- Adhere to an established work schedule
- Adhere to the Internship Program requirements
- Participate in agency training classes or programs
- Perform, successfully, the assigned duties listed in your position description
- Observe all workplace rules
- Understands failing to meet performance or program requirements could lead to termination
- Provide transcripts after each academic term

- Complete a Participant Agreement with each intern
- Verify enrollment and eligibility for continued participation in the program
- Provide information on the Internship Program requirements
- Identify meaningful job duties and responsibilities
- Provide information on any special training requirements
- Identify performance goals and evaluation criteria
- Establish a mutually agreeable work schedule that does not interfere with the intern's academic schedule
- Supervise daily work activities of the intern
- Assist Intern with IDP
- Identify the eligibility requirements for conversion, if the position offers conversion to the competitive service, and ensure your intern is converted within the applicable timeframe (*120 days from completion of all academic requirements*)

Work Assignments *(Enter brief description of duties or attach a position description)*

Privacy Act Statement

Authority: Executive Order 13562, Recruiting and Hiring Students and Recent Graduates and 5 CFR 362.106, Participant Agreement.

Purpose: Clearly identifies the expectations of each Pathways Participant.

Routine Uses: U.S. Coast Guard Human Resources personnel will use this information to render fair and equitable determinations for Pathways Programs Participants. The data collected from these agreements will be used in the production of reports. This information may be shared in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

Disclosure: Intern participants are required to provide this information in order to participate in the Pathways Programs.

Intern Program Requirements *(Enter requirements for continuation and successful completion of Program)*

Intern Training Requirements *(If applicable)*

Mentoring *(If your agency has a mentor requirement for Interns, enter those requirements)*

Evaluation Procedures *(Summarize elements on which the Intern's performance appraisal will be based)*

Minimum Eligibility Requirements for Non-competitive Conversion *(if any)*

To be eligible for conversion to the competitive service, an intern must:

- Be a U.S. citizen.
- Successfully complete academic course of study.
- Complete a minimum of 640 hours of work experience under the Internship Program.
- Meet the OPM Qualification Standard for the position the intern may be converted to.
- Maintain acceptable performance under the agency's approved performance management system.
- Receive favorable recommendation for conversion from supervisor.

It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.

Component Specific Requirements

SIGNATURES

Intern

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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Hiring Official/Supervisor

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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Pathways Programs Coordinator

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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