



Internship Program Participant Agreement

Appointee's Full Name:	
Appointing Agency/Sub-Agency: DOI, U.S. Geological Survey	
Appointment Date (s):	Work Schedule:
Entrance on Duty (EOD) Date : _____	Monday _____
Appointment Not to Exceed (NTE) Date: _____	Tuesday _____
Anticipated Graduation Program NTE Date: _____	Wednesday _____
Program Type (HS, AA,BS, Certificate etc.) : _____	Thursday _____
Program Study (e.g., hydrology, administrative): _____	Friday _____
Position Title, Series and Grade Student Trainee (xxxxxx), GS-xx99-xx	Pay \$ _____
Intern's Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none"> Provide proof of enrollment upon request 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 Remain in good academic standing and maintain a cumulative GPA of 2.0 or higher Adhere to an established work schedule Adhere to the Intern Program requirements Participate in agency training classes or programs Perform, successfully, the assigned duties listed in your position description Observe all workplace rules 	<ul style="list-style-type: none"> Complete a Participant Agreement with each Intern Verify enrollment and eligibility for continued participation in the Program Provide information on the Intern Program requirements Identify 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 Career Interns only: Encourage providing a mentor.
Work Assignments (Enter brief description of duties or <u>attach a position description</u>)	
See attached position description.	
Program Requirements (Enter requirements for continuation and successful completion of Program)	
<ul style="list-style-type: none"> Maintain a cumulative GPA of 2.0 or higher Enrolled as half-time or full-time student Notify supervisor of any change in graduation date or change in degree/certificate program Each year you will provide a copy of your most recent transcripts. Transcripts may be requested every semester/quarter Successfully perform duties in your position description 	

Training Requirements (If applicable)

Mentoring (USGS encourages mentors for Career Interns. If mentor is provided enter those process requirements e.g., within 90 days of hire supervisor will have mentor assigned etc.)

Evaluation Procedures. (Summarize elements on which the Intern's performance appraisal will be based. Your supervisor will later discuss your Employee Performance Appraisal Plan, DI-3000.)

Minimum Eligibility Requirements for Noncompetitive Conversion (if any). (Include any agency specific requirements)

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.

SIGNATURES:

Intern:

Print Name

Signature

Date

Hiring Official/Supervisor:

Print Name

Signature

Date

Human Resources Approving Official:

Print Name

Signature

Date