



## DOI- US Geological Survey Internship Program Participant Agreement

<b>Appointee's Full Name:</b>	
<b>Appointing Agency/Sub-Agency:</b> DOI, U.S. Geological Survey	
<b>Appointment Date (s):</b>	<b>Work Schedule:</b>
<input type="checkbox"/> Temporary Intern <input type="checkbox"/> Career Intern  Entrance on Duty (EOD) Date : _____ Appointment Not to Exceed (NTE) Date: _____ Anticipated Graduation Program NTE Date: _____ Program Type (HS, AA,BS, Certificate etc.) : _____ Program Study (e.g., hydrology, administrative): _____	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
<b>Position Title, Series and Grade</b> Student Trainee (xxxxxx), GS-xx99-xx	<b>Pay</b> \$ _____
<b>Intern's Responsibilities:</b>	<b>Hiring Official's/Supervisor's Responsibilities:</b>
<ul style="list-style-type: none"> <li>Provide proof of enrollment upon request</li> <li>Notify supervisor of any change in your enrollment status , degree/certificate program, graduation date, and/or work schedule</li> <li>Submit yearly a copy of your most recent transcripts to supervisor</li> <li>Maintain at least a half-time course load as defined by the educational institution</li> <li>Remain in good academic standing and maintain a cumulative GPA of 2.0 or higher</li> <li>Adhere to an established work schedule</li> <li>Adhere to the Intern Program requirements</li> <li>Participate in agency training classes or programs</li> <li>Perform, successfully, the assigned duties listed in your position description</li> <li>Observe all workplace rules</li> </ul>	<ul style="list-style-type: none"> <li>Complete a Participant Agreement with each Intern</li> <li>Verify enrollment and eligibility for continued participation in the Program</li> <li>Provide information on the Intern Program requirements</li> <li>Identity job duties and responsibilities</li> <li>Complete Individual Development Plan (IDP) with Intern, if appointment over 90 days</li> <li>Provide information on any special training requirements</li> <li>Identify performance goals and evaluation criteria</li> <li>Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule</li> <li>Supervise daily work activities of the Intern</li> </ul>
<b>Work Assignments (Enter brief description of duties or attach a position description)</b>	
See attached position description.	
<b>Program Requirements (Enter requirements for continuation and successful completion of Program)</b>	
<ul style="list-style-type: none"> <li>Maintain a cumulative GPA of 2.0 or higher Enrolled as half-time or full-time student</li> <li>Notify supervisor of any change in graduation date or change in degree/certificate program</li> <li>Each year you will provide a copy of your most recent transcripts. Transcripts may be requested every semester/quarter</li> <li>Successfully perform duties in your position description</li> </ul>	

**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*