VA Pathways Orientation for Interns Module 2
Module 2
Pathways Internship
Program Requirements,
Forms and Procedures
Objectives for Module 2

• Requirements for my Pathways Program

• Important Forms and Procedures
Requirements for Interns

- Complete my Pathways Orientation
- Meet with Supervisor to review and sign a Pathways Participant Agreement within first 10 days
- Develop and sign Individual Development Plan (IDP) with Supervisor within the first 45 days of appointment if for one year or more
- Maintain enrollment in an accredited academic institution at least half time
- Maintain acceptable performance standards
Pathways Participant Agreement

• Contract between Participant and Supervisor

• Identifies requirements and expectations for program

• Fill out and sign. Supervisor and HR Specialist must also sign.
Individual Development Plan (IDP)

• Establish learning goals and objectives and a plan for meeting them

• Focus on development as key aspect of Pathways

• Track completion and communicate with supervisor regarding progress towards targeted goals and objectives
Maintaining Eligibility

- Meet Performance Standards
- Maintain good academic standing and proof of enrollment
Exit and/or Conversion

- Complete 640 hours of work
- Successfully complete academic program
- Meet minimum qualifications of position (must be in same series as internship to be noncompetitive)
Frequently Asked Questions

- Can I remain in my internship if I switch schools?
  - Yes, must maintain eligibility as a student to remain eligible to continue as a Pathways participant

- Can I continue my internship past graduation?
  - In rare circumstances, a participant may continue internship past graduation. Discuss continuation with supervisor and HR office prior to graduation

- How can I learn more about careers at VA?
  - visit: www.vacareers.va.gov
Next Steps

• Review Module 3 – How to make the most of my Internship Program at VA