



**DEPARTMENT OF VETERANS AFFAIRS**  
**Internship Program Participant Agreement**

*For Temporary Internship Appointments Not to Exceed 1 Year*

This "Participant Agreement" is a basic requirement for each of the three Pathways Programs and serves as formal agreement between the participant and his or her supervisor.

**Appointee's Full Name:**

**Appointing Facility/Sub-Organization:**

**Appointment Date(s):**

Entrance on Duty (EOD) Date

Program End Date

Position Series & Title,  
Pay Plan and Grade

Pay

**Work Schedule** (If available, attach a copy of the Intern's course schedule that includes dates and times):

Monday - Wk 1

Monday -Wk 2

Tuesday

Tuesday

Wednesday

Wednesday

Thursday

Thursday

Friday

Friday

**Intern'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
- Remain in good academic standing
  - Maintain a GPA of \_\_\_\_\_ or above on a \_\_\_\_\_ scale
- Adhere to an established work schedule
- Adhere to the Intern Program requirements
- Participate in agency training classes or programs according to established guidelines or according to the Individual Development Plan (IDP) if in an appointment for one year or more
- Perform, successfully, the assigned duties listed in your position description
- Observe all workplace rules

**Supervisor's Responsibilities:**

- Complete a Participant Agreement and periodically review it, making necessary modifications. (NOTE: Changes to the Pathways Agreement requires new signatures by all appropriate parties.)
- Identify job duties and responsibilities, performance goals and evaluation criteria
- Verify enrollment and eligibility for continued participation in the Program
- Supervise daily work activities of the Intern
- Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule
- Provide information on the Intern Program requirements
- Provide information on any special training requirements (see Training Requirements below)



- Provide information on any special training requirements (see Training Requirements below)
- If position offers conversion to the competitive service, identify the eligibility requirements for conversion and ensure your Intern is converted within the applicable timeframe (120 days from completion of all academic requirements).

**Work Assignments** (attach a full position description) A brief description of duties include:

**Program Requirements:**

To maintain eligibility for employment in the Internship Program, an Intern must meet the following requirements:

1. Be enrolled or accepted for enrollment as a degree-seeking student at a qualifying educational institution in a curriculum leading to a degree, diploma, or certificate.
2. Comply with the criteria (as defined by the academic institution) for enrollment as either a full-time or half-time student in good standing.
3. Maintain good academic standing as evidenced through achievement of a minimum cumulative grade-point-average as described in intern responsibilities above.
4. Keep the supervisor informed of academic progress, which includes providing copies of class schedules, most recent grade reports or transcripts, and other information requested with respect to eligibility and status as a student-trainee.
5. Perform work at an acceptable level.
6. Satisfy all other applicable eligibility requirements that apply to the Internship Program referenced in 5 CFR 213.3402(a) and 5 CFR part 362, subparts A and B



**Training Requirements** - as an employee of VA, an Intern must complete VA mandatory training requirements. Additional training requirements include:

**Mentoring** - (include any mentoring requirements for interns):

**Evaluation Procedures** - The first work-education period is considered a trial period. Before the end of this period, the supervisor will appraise the Intern's performance. Based on this appraisal and the supervisor's recommendation, the next higher management official will decide whether to retain or release the student. The supervisor will immediately notify the Intern of this decision, and in the case of release, the Intern will receive the reasons for release. The facility reconsiders the decision to retain the student during each work-education period based on a current appraisal of performance. The standards on which the performance is based are as follows:



#### **Minimum Eligibility Requirements for Noncompetitive Conversion.**

1. Service in the Internship Program confers no rights to further employment in VA or in any other Federal agency. Under any circumstance, noncompetitive conversion into a term or permanent competitive service position is at the discretion of VA.
2. To be eligible for conversion to a term or permanent appointment in competitive service, an Intern must:
  - Be a U.S. citizen.
  - Successfully complete the academic course of study and be within 120 days of completing the course of academic study.
  - Complete a minimum of 640 hours of work experience under the Internship Program as defined in 5 CFR part 362, subpart B.
  - Meet the OPM Qualification Standard for the position the Intern may be converted to.
  - Maintain acceptable performance as described in VA's approved performance management system.
  - Receive favorable recommendation for conversion from supervisor.
3. If initially noncompetitively converted to a term position in the competitive service, VA may subsequently noncompetitively convert an Intern to permanent position in the competitive service prior to expiration of the term appointment, in accordance with 5 CFR 362.107 (b).
4. The number of noncompetitive conversions must comply with Government-wide or VA-specific caps imposed by the Director, Office of Personnel Management (OPM), if applicable, in accordance with 5 CFR 362.107 and 5 CFR 362.204.
5. Upon successful completion of the Internship Program, Interns may seek noncompetitive conversion opportunities in other VA organizations or other Federal agencies/departments. Consult with your supervisor or servicing Human Resources Specialist for more information.
6. Satisfy all other applicable eligibility requirements referenced in 5 CFR 213.3402(a) and 5 CFR part 362, subparts A and B that apply to the Internship Program.
7. Counseling regarding conversion should be conducted 3 months prior to graduation.



**SIGNATURES:**

*By signing this Participant Agreement, I agree to comply with the eligibility criteria of the Pathways Internship Program. I understand that failure to meet any or all of these requirements could result in the termination of my appointment.*

**Intern:**

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**Supervisor:**

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**Human Resources Approving Official:**