

**US AGENCY FOR INTERNATIONAL DEVELOPMENT  
Internship Program Participant Agreement**

**Appointee's Full Name:**

**Bureau/Office:**

This is an Internship Agreement between this appointing Agency and the Intern identified above. This Program is consistent with guidance contained in the Federal Regulations (5 CFR 362) and USAID's policies.

**Appointment Date:**

Entrance on Duty (EOD) Date:

Appointment Not to Exceed (NTE) Date:

Program NTE Date:

Position Title, Series and Grade:

**Work Schedule:**

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Total Hours Per Week: \_\_\_\_\_

Pay:

**Intern's Responsibilities:**

- ★ Submit an official sealed transcript **within 30 days of the beginning of each semester** to provide proof of enrollment
- ★ 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 3.0 and above graduate; GPA of 2.0 and above undergraduate
- ★ Adhere to an established work schedule
- ★ Adhere to the Intern Program requirements
- ★ **Students are not eligible for overtime unless prior approval is granted in writing before the hours are worked**
- ★ Participate in Agency training classes or programs
- ★ Perform successfully, the assigned duties listed in your position description
- ★ Observe all workplace rules

**Hiring Official's/Supervisor's Responsibilities:**

- ★ Complete a Participant Agreement with each Intern
- ★ 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 for the Intern that does not interfere with his or her academic schedule
- ★ Supervise daily work activities
- ★ Provide appropriate feedback and evaluate performance by adhering to the Employee Evaluation Program, Civil Service – ADS 462 *(Only for Interns without a NTE date)*
- ★ Provide Intern with an Individual Learning and Training Plan (ILTP) *(Only for Interns without a NTE date)*

**Minimum Eligibility Requirements for Noncompetitive Conversion**  
*(noncompetitive conversion is not guaranteed)*

**Intern Responsibilities:**

- ★ Be a US citizen
- ★ Meet the OPM qualification standards for the position to which he or she will be converted
- ★ Successfully complete academic course of study from a qualifying institution
- ★ Complete a minimum of 640 hours of work experience under the Internship Program; must be completed prior to or concurrent with completion of degree requirements
- ★ Maintain acceptable performance under the Agency's approved performance management system
- ★ Receive a favorable recommendation for conversion from the supervisor

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

**Hiring Official's/Supervisor's Responsibilities:**

- ★ If the 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 with Classification to create and classify a position with advancement potential.

**Work Assignment: (Attach a position description or Enter brief description of duties)**

**CONDITIONS OF THIS AGREEMENT:**

This agreement conforms to Federal regulations and is subject to change by Legislation, Executive Order, and Office of Personnel Management or Agency policy. Changes which are not required by laws or regulations will occur only by mutual consent of the Agency and the Intern and will be made by written amendment to this agreement.

This agreement becomes effective when signed by all parties. It will be in effect indefinitely unless terminated by one of the following conditions:

1. Mutual consent of all parties
2. Written notice by either party
3. Intern no longer meets the requirements of the program
4. Intern is terminated or resigns from appointment
5. The not to exceed date is reached and the appointment ends

**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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**HUMAN RESOURCES APPROVING OFFICIAL:**

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