

# STUDENT CAREER EXPERIENCE PROGRAM WORKING AGREEMENT

between

U.S. Army Corps of Engineers

Educational Institution

This agreement is the basis for developing mutual understanding and respective responsibilities between a Federal agency and qualifying educational institution in the employment of students in the Student Career Experience Program. The Student Career Experience program is a planned, progressive education program that provides for the integration of the student's academic studies and Federal work experience with the potential of noncompetitive conversion into the Federal career service. It is consistent with guidance contained in 5 CFR part 213, and the agency's policy.

## 1. The Federal Agency's Role.

- a. Designate a staff member to maintain liaison with the qualifying educational institution.
- b. Inform school of work experience opportunities and provide adequate job descriptions promptly.
- c. Establish work schedules consistent with the school's academic calendar that enable students to complete the Student Career Experience Program.
- d. Orient the students to agency's mission, policies, and procedures.
- e. Select appointees referred by schools in accordance with EEO principles.
- f. Process all personnel actions and keep necessary records related to student employment.
- g. Provide quality work assignments related to the student's academic studies or career goals where they can learn and be productive. Provide progressive and diversified career experiences to prepare students for occupations in which they have an interest.
- h. Conduct appraisals and counsel students regarding their performance.
- I. Notify schools of any change in a Career Experience program student's status.

## **2. The School's Role.**

- a. Designate a representative to work with the Federal Agency Student Career Experience Program Coordinator.
- b. Assume personal and professional responsibilities for action and activities.
- c. Use a courteous, enthusiastic, and professional approach to policies and procedures within the occupation and organization.
- d. Monitor academic progress.
- e. Inform the Federal agency of any change in a Student Career Experience Program student's status, including reports on a student's progress and performance.

## **3. The Student's Role .**

- a. To adhere to the agency's work schedules and Career Experience Program policies and procedures.
- b. Assume personal and professional responsibilities for actions and activities.
- c. Use a courteous, enthusiastic, and professional approach to policies and procedures within the occupation and organization.
- d. To meet academic, performance, and conduct standards set forth by the school and Federal agency.
- e. Provide the agency and school Student Career Experience Program coordinators with periodic progress reports on the quality of work and study assignments.
- f. To work effectively with peers and supervisors.
- g. To notify the school or Federal agency of change in school status.
- h. If a noncitizen, to meet citizenship requirements prior to eligibility for conversion into the Federal career service.

## **4. Student Eligibility.** A prospective Student Career Experience Program participant must:

- a. Be at least 16 years of age.
- b. Meet the agency's policy on nepotism.
- c. Meet security or fitness requirements.

**5. Selection.** An agency may appoint students who:

- a. Are enrolled in and recommended by the school's Co-op program.
- b. Be in good academic standing.
- c. Meet qualification standards of the position.

A Student Career Experience Program participant is appointed on a Schedule B 213.3202(b) appointment which may not extend beyond 120 calendar days after satisfactory completion of educational and study-related work requirements.

**6. Pay and Benefits Information.**

- a. Students are paid in accordance with established pay schedules.
- b. Benefits for which students may be eligible include: Retirement, Life and Health Insurance, Vacation, Sick, and Holiday Leave, Tuition Assistance,

**7. Work Schedules.**

- a. Each work experience must be planned consistent with the student's academic studies or career goals and be designed to meet the minimum study-related work hours required for conversion.
- b. Schedules may be: Full-time or Alternating; Part-time or Parallel; or a combination of both.
- c. Part-Time students must work a minimum of about 16 hours per week with at least 2 academic course load
- d. Alternating students are required to have 640 hours of work experience.
- e. Work schedules may not be confined to summer or vacation period exclusively, unless covered under exceptions

**8. Performance Appraisal.**

- a. Performance appraisals are required for Student Work Experience Programs participants consistent with the agency's appraisal system. Results should be shared with schools.
- b. If a student's performance falls below Fully Successful he/she may be given an opportunity to improve or will be separated from the program.

**9. Employment After Completion of Student Career Experience Program Requirements.**

a. Within 120 calendar days after completing educational requirements, the employing agency may noncompetitively promote and convert a student to a career or career-conditional appointment.

b. Students must have satisfactorily completed study-related work hour requirements of the Federal Co-op program.

c. Students must meet citizenship and employment of relatives requirements by the date of conversion.

d. Trainees disqualified from continuing in the Student Career Experience Program or not converted must be terminated.

Signed \_\_\_\_\_  
Institution Representative

Department of the Army Representative

\_\_\_\_\_  
Institution Representative Title

Colonel, Corps of Engineers  
District Engineer

\_\_\_\_\_  
Official mailing address

Official mailing address

\_\_\_\_\_  
Telephone

Telephone

\_\_\_\_\_  
Date

Date

**ADDENDUM TO STUDENT CAREER EXPERIENCE PROGRAM WORKING  
AGREEMENT**

**STUDENT SIGNATURE**

I have read and understand the requirements of the Student Career Experience Program. I also understand that if I fail to comply with the program requirements that I may be terminated.

Signed \_\_\_\_\_  
Student Date

Anticipated graduation date

\_\_\_\_\_  
Supervisor's signature Date

Title, series and grade

\_\_\_\_\_  
Human Resources Office Representative Date