



**U.S. Department of Justice
(insert Component name)**

Internship Program Participant Agreement

Appointee's Full Name:	
Appointing Agency/Sub-Agency:	
Appointment Date (s):	Work Schedule:
Entrance on Duty (EOD) Date : _____ Appointment Not to Exceed (NTE) Date: _____ Program NTE Date: _____	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
Position Title, Series and Grade	Pay
Intern's Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ Maintain a GPA of 2.5 and above with no grade below a "C" or equivalent during the internship • Adhere to an established work schedule • Adhere to the Intern Program requirements • Participate in agency training classes or programs • Perform, successfully, the assigned duties listed in your position description • Observe all workplace rules 	<ul style="list-style-type: none"> • Complete a Participant Agreement with each Intern • Verify enrollment and eligibility for continued participation in the Program • 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 that does not interfere with the Intern's academic schedule • Supervise daily work activities of the Intern
Work Assignments (Enter brief description of duties or attach a position description)	
Program Requirements (Enter requirements for continuation and successful completion of Program)	

Mentoring (If your agency has a mentor requirement for Interns, enter those requirements)

Evaluation Procedures. (Summarize elements on which the Intern's performance appraisal will be based)

Does this position offer noncompetitive conversion to the competitive service? Yes No

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 component will decide to opt for conversion.

Not Applicable.

SIGNATURES:

Intern:

Print Name

Signature

Date

Hiring Official/Supervisor:

Print Name

Signature

Date

Human Resources Approving Official:

Print Name

Signature

Date