

NIH Student Career Experience Program (SCEP) Working Agreement

The Student Career Experience Program (SCEP) is a planned, progressive educational program that provides the integration of a student's academic studies and Federal work experience with the potential of noncompetitive conversion into the Federal career service. This is an agreement between the Department of Health

and Human Services (HHS), National Institutes of Health (NIH), _____ (enter name of Institute/Center/Office), and _____ (enter name of student) and establishes a mutual understanding between the parties involved regarding the requirements of the SCEP. The SCEP is consistent with guidance contained in 5 CFR Parts 213 and 338.

Student Eligibility Requirements: The student must meet the following criteria. Please check the boxes certifying these conditions are met.

- ☐ Be at least 16 years old;
- ☐ Be a U.S. citizen or national, or the student is lawfully admitted to the United States as a permanent resident or otherwise authorized to be employed;
- ☐ Meet NIH's policy on nepotism;
- ☐ Be enrolled or accepted for enrollment as a degree-seeking student in an **accredited** high school, technical or vocational school, 2-year or 4-year college or university or graduate or professional school;
- ☐ Be taking at least a half-time academic, vocational, or technical course load and be in good standing as determined by the academic Institution (generally, GPA of 2.0 or higher);
- ☐ The nature of work of the position is directly related to the student's academic/career goals;
- ☐ Meet personnel suitability and physical requirements; and
- ☐ Meet the OPM Qualification Standard for the series and grade of the position.

Note: Each semester after the initial appointment (or twice a year), the manager is required to obtain documentation that the student is still enrolled and continues to meet eligibility requirements (i.e., request transcripts at the end of each semester). This documentation should be submitted to the servicing Human Resources Specialist.

Documentation: The nature of the work of the position must be directly related to the student's academic/career goals. The targeted position (title, series, grade, position description number, and full performance level) for conversion must be documented in Section 24 (Remarks) of U.S. OPM Optional Form 8 (OF-8).

Please attach: ☐ Position Description ☐ Current course schedule ☐ Agreement between Educational Institution and NIH

Select the student's currently enrolled program:

- | | |
|--|--|
| <input type="checkbox"/> High School | <input type="checkbox"/> 4-year degree |
| <input type="checkbox"/> Certificate | <input type="checkbox"/> Master's degree; LL.B. or J.D |
| <input type="checkbox"/> 2-year degree | <input type="checkbox"/> Ph.D; LL.M. |

Student's Major/Program of Study: _____

Anticipated Graduation Date: _____

Schedule: Students may work full-time or part-time schedules at any time during the year without limitation on the number of hours per week. Work experience(s) must be planned, consistent with the student's academic studies and career goals, and designed to meet the minimum study-related **640 work hours** needed for the possible noncompetitive conversion to a permanent appointment. The work schedule should not interfere with the student's academic schedule.

It is agreed that the student will work: ☐ Full-Time Schedule ☐ Part-Time Schedule—hours per week: _____

Performance: Students will be placed on a performance plan consistent with the HHS Performance Management Appraisal Program (PMAP). If a student's academic performance falls below the educational institution's definition of good academic standing; or if the student's work performance falls below the Fully Successful level under the PMAP, the student's employment may be terminated.

Pay and Benefits: Students are paid in accordance with established pay schedules. Benefits for which students may be eligible for include: life and health insurance; retirement; vacation, sick, and holiday leave; tuition assistance; and payment of travel and transportation expenses. Please consult with your servicing Human Resources Specialist to obtain benefit information.

Employment after Completion of Program Requirements :

This appointment is intended to continue until the completion of education and study-related work requirements for the SCEP. The HHS, NIH, _____ (enter name of Institute/Center/Office) may choose to noncompetitively convert the student to a career-conditional, career, or term appointment within 120 days after satisfactory completion of the education program and satisfactory completion of at least 640 hours of career-related work experience. Please note that up to 320 hours may be waived of a student's 640-hour minimum service requirement under a SCEP appointment. Waiver conditions are stipulated in the SCEP Conversion Checklist form. Student trainees disqualified from continuing in the Program or those who are not converted to a career-conditional, career, or term appointment, must be terminated.

Print Supervisor's Name	Signature	Date
Print Student's Name	Signature	Date
Print Human Resources Specialist Name	Signature	Date