

STUDENT CAREER EXPERIENCE PROGRAM AGREEMENT**between HUMAN RESOURCES SERVICE CENTER****EAST****and WAYNE COMMUNITY****COLLEGE****I. Purpose.**

This agreement provides a partnership between those activities receiving personnel services from the Human Resources Service Center East (HRSC East), **Naval Aviation Depot (NADEP)**, Cherry Point, and Wayne Community College in developing an effective school-to-work program. The purpose of the Student Career Experience Program (SCEP) is to provide experience that is directly related to the student's educational program and career goals, and to provide activity managers an essential pipeline of talent that consistently enriches the workforce.

II. Requirements.

Programs that are developed under SCEP provide schedules of periods of attendance at an accredited school combined with periods of career-related work in a Federal activity. The work experience with the activity **MUST** be directly related to his/her academic/career goals. Appendix A contains definitions applicable to the agreement with HRSC East and Webster University and any additional requirements imposed by the school on SCEP enrollees. Appendix B is an agreement that will be completed by the representatives of the employing activity, the school, HRSC East, and the student at the time an appointment is made. Any changes to the agreement must be made at the mutual agreement of the parties.

A. Appointments/Schedules

1. Appointments may be made twice yearly. Students may work full-time or part-time schedules.
2. There are no limitations on the number of hours a student can work each week, but the student's work schedule should not interfere with his/her academic schedule.
3. Activities, participating educational institutions, and students shall agree on a formally arranged schedule of school and work to ensure that:
 - a. Work responsibilities do not interfere with academic performance,
 - b. Completion of the educational program (awarding of diploma/certificate/ degree) and completion of SCEP are accomplished in a reasonable and appropriate timeframe.
 - c. The activity is informed and prepared for the student's period of employment, d.

Requirements as noted in paragraph G for non-competitive conversion to

career-conditional employment are understood by all parties at the time that work experience begins.

B. Breaks in Program

It is expected that students will either be working at the activity, enrolled in classes, or both during the period of time covered by their SCEP appointment. Activities may use their discretion in either approving or denying a break in the program. Notice must be provided to HRSC East and the school in the event that a break is approved.

C. Citizenship

1. Activities may appoint non-citizens to excepted service positions provided the student is lawfully admitted to the United States as a permanent resident or is otherwise authorized to be employed;

2. To be eligible for non-competitive conversion, all students must be United States citizens at the time proposed for conversion to career-conditional or career appointments.

D. Employment of Relatives

A student may work in the same activity with a relative when there is no direct reporting relationship and the relative is not in a position to influence or control the student's appointment, employment, promotion or advancement within the activity.

E. Financial Need

Students do not have to meet any economic or income criteria to be eligible for the program.

F. Benefits

Students appointed under this program:

1. Earn annual and sick leave
2. Are eligible for retirement coverage
3. Are covered by the Federal Employee Compensation Act (FECA)
4. Are eligible to elect coverage under the Federal Employee Health Benefits Program and the Federal Employees Group Life Insurance Program.

G- Program Requirements for Non-Competitive Conversion

The SCEP contains provisions for the non-competitive conversion of students to permanent Federal employment. Activities have the option of converting students to permanent positions if they have a position and funding available, and if the student has met all of the following conditions:

1. He/she has completed course requirements conferring a diploma, certificate, or degree within the 120-day period prior to conversion;

2. He/she has completed 640 hours (16 weeks) of career-related work experience for associate and baccalaureate degree programs and 640 hours (16 weeks) of career-related work experience for certificate and diploma programs;

3. He/she has favorably been recommended by the employing activity in which the career-related work was performed;

4. He/she meets the qualification standards for the targeted position; and

5. He/she is a United States citizen.

H. The Employing Activity agrees to:

1. Establish a work experience program which is directly related to the student's academic career goals.

2. Establish a work schedule consistent with the school's academic calendar that enables the student to complete the program.

3. Initiate personnel actions as required for leave without pay and return to duty.

4. Establish evaluation procedures consistent with the activity's performance appraisal system and complete any evaluations required by the school.

5. Monitor conduct and work performance and advise HRSC East of any situations which would affect continued participation in the program.

I. The School agrees to:

1. Provide needed data and information related to the student's academic performance and enrollment status directly to HRSC East as requested.

2. Inform HRSC East immediately when a student is dropped, or in danger of being dropped, from the program.

3. Advise the HRSC East Program Manager of administrative action(s) affecting the student, e.g., probation, change of major, work period schedule problems or changes, etc.

J. The Student:

1. Agrees to adhere to the activity's work schedule and the SCEP policies and procedures, as set forth within this agreement and outlined by regulations.

2. Agrees to maintain at least a 2.0 grade point average (or higher if required by the school). Meet academic performance and conduct standards set forth by the school and employing activity, and remain in good academic standing, as defined by the institution.

3. As. condition of employment., authorizes the school to provide HRSC East and his/her activity supervisor with current and cumulative grade reports for each grading period.

4. Will promptly notify the school, supervisor, and the HRSC East of any changes in status.

5. Will complete the program during a reasonable and appropriate timeframe, as defined in Appendix A.

6. Will certify academic status to HRSC East, as requested.

K. HRSC East Training Department will:

1. Monitor student completion of required courses and academic standing through periodic communication with the student and the school.

2. Serve as liaison for the school and employing activity.

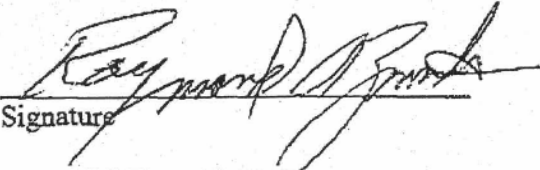
3. Notify the activity supervisor of any problems with academic status that would affect the employee's participation in the SCEP-

4. Notify the school of any work performance or conduct matters which could affect continued participation in the program.

5. Advise the activity and representatives of the school on Federal and Navy program requirements.

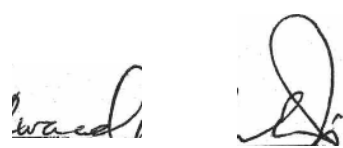
HRSC East, NADEP Cherry Point, and Wayne Community College hereby agree to jointly provide a Student Career Experience Program as outlined in this document.

This agreement is binding until terminated or modified by the parties.


Signature

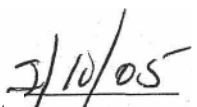
RAYMOND A. ZMUDA
Employee Development Specialist
Training Department
HRSC East

Date: 02-10-05



Signature: Edward H. Wilson, Jr.

Director/Title
Wayne Community College
Dr. Edward H. Wilson, Jr.


Date

President

APPENDIX A
STUDENT CAREER EXPERIENCE PROGRAM

I. Definitions

Student; An individual enrolled or accepted for enrollment as a degree-seeking student (certificate, diploma, etc.) taking at least a half-time academic/vocational/technical course load in an accredited institution.

Break in Program: A period of time when a program participant is neither attending classes nor working at the activity.

II. Accredited Institution Requirements (To be completed by accredited institution):

1. Definitions (as defined in applicable catalogue):

Half time: _____ Credits

Good Standing: _____ GPA/OPA

2. Additional requirements imposed by the academic institution:

APPENDIX B
STUDENT CAREER EXPERIENCE PROGRAM

Student :

Educational Institution:

Activity Name/Organizational Code: _

Position Title: _____

ACTIVITY RESPONSIBILITY (To be completed by Supervisor):

I. Work responsibilities and duties are outlined in Position Description #_

2. This position is targeted to (position/grade): _____ Projected Target Date:

3. Work schedule:

4. Performance Standards will be set within one (1) week of employee reporting for work,

5. General Information (circle one):

- X Student is in an accredited program requiring 30 semester hours (or the equivalent) or less for completion. Must conclude the program in no more than 24 months.
- X Student is in an accredited program requiring 60 semester hours (or the equivalent) for completion. Must conclude the program in no more than 48 months.
- X Student is in an accredited program requiring 120 semester hours (or the equivalent) for completion. Must conclude the program in no more than 96 months.
- X Student is in an accredited program requiring 36 semester hours (or the equivalent) for completion of master's or equivalent graduate degree, Must conclude the program in no more than 48 months.

STUDENT RESPONSIBILITY:

- Program: Student will register for one (1) Cooperative Education Pro-am credit, each semester, at college where degree will be earned, if required by college.
- Academic: You must maintain a grade point average identified in Appendix A as academic good standing for your school. If your cumulative GPA/QPA falls below that level, you will be given one semester, on a one time only basis, to bring it up to your school's standard. You must also maintain at least a half-time course load.
- Work: Work must be performed at an acceptable level as defined by the performance standards for the position.

I have read the above requirements and fully understand my responsibilities as outlined in the agreement between HRSC East and the school. I agree to abide by the requirements set forth above. By signing below, the student authorizes release of academic grades and other program information by (the institution to the activity and HRSC East SCEP Program Manager).

Authorized Activity Official Signature	Command	Title	Date
Accredited Institution Representative: Signature	Department	Title	Date
Student Signature	~	Date	~
HRSC East training Department Authorized Official Signature		Title	Date