

COOPERATIVE EDUCATION PROGRAM WORKING AGREEMENT

between

U.S. Department of Agriculture  
Agricultural Marketing Service  
Livestock and Seed Division

University of Puerto Rico  
Mayaguez Campus  
College of Agricultural Sciences  
Mayaguez, Puerto Rico

This agreement is the basis for developing mutual understanding and respective responsibilities between a Federal Agency and qualifying educational institution in the employment of Cooperative Education students. The Coop Program is a planned, progressive educational program that provides for the integration of a student's academic studies and Federal work experience with the potential of noncompetitive conversion into the Federal career service. General responsibilities of Federal Coop Program participants is attached.

A Student Eligibility

A prospective Coop Student must:

1. Be at least 16 years old;
2. Be a U.S. citizen or national(permanent resident, in absence of qualified citizen);
3. Meet the Agency's policy on nepotism;
4. Meet security of fitness requirements;
5. Other \_\_\_\_\_

B Selection

An Agency may appoint students who:

1. Are enrolled in and recommended by the school's Coop Program;
2. Are in good academic standing;
3. Meet qualifications standards of the position;
4. Meet physical requirements (have a medical exam);
5. Sign a mobility agreement.

A Coop student is appointed on a Schedule B 213.3202 appointment which may not extend beyond 120 calendar days after satisfactory completion of educational and study-related work requirements.

C Pay and Benefits Information

1. Students are paid in accordance with established pay schedules.
2. Benefits for which students may be eligible include:
  - Retirement
  - Life and Health Insurance
  - Vacation, Sick, and Holiday Leave
  - Tuition Assistance
  - Travel and Transportation Payment
3. Other \_\_\_\_\_

D Work Schedules

1. 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.
2. Schedules may be:
  - Full-time Intermittent
  - Part-time Intermittent
  - Intermittent
  - Combination of the three
3. Other \_\_\_\_\_

E Performance Appraisal

1. Performance appraisals are required for Coop students consistent with the Agency's appraisal system. Results should be shared with schools.
2. 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.
3. Other \_\_\_\_\_

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**F Employment After Completion of Coop Program Requirements**

1. 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.
2. Students must have satisfactorily completed study-related work hours requirements of the Federal Coop Program--that is 1040 work hours for baccalaureate and associate degree students and 640 work hours for all other Coop students.
3. Students must meet citizenship and employment of relatives requirements by the date of conversion.
5. Trainees disqualified from continuing in the Coop Program or not converted must be terminated.

Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, disability, or political or personal favoritism.

For Educational Institution:

Stuart Ramo  
Signature

Chancellor  
Title

November 17, 1994  
Date

For Federal Agency:

Karen Bogg Jensen  
Signature

Administrative Officer  
Title

10/20/94  
Date

For Student:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

QMB

## RESPONSIBILITIES IN FEDERAL CO-OP

### The Federal Agency's Role

1. Designate a staff member to maintain liaison with the qualifying educational institution;
2. Inform school of work experience opportunities and provide adequate job descriptions promptly;
3. Establish work schedules consistent with the school's academic calendar that enable to complete the Co-op program;
4. Orient the student to agency's mission, policies and procedures;
5. Select appointees referred by schools in accordance with EEO principles;
6. Process all personnel actions and keep necessary records related to student employment;
7. 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 Co-op experiences to prepare students for occupations in which they have an interest.
8. Conduct appraisals and counsel students regarding their performance, complete necessary forms, and share progress reports with schools;
9. Notify schools of any change in a Co-op student's status.

### The School's Role

1. Designate a representative to work with the Federal Agency Co-op Program Manager;
2. Inform eligible students of Federal Cooperative Education opportunities, identifying potential employers;
3. Refer interested and qualified candidates to agencies without discrimination, including veterans discharged under honorable conditions;
4. Correlate work and study in a manner that will expand the student's educational development;
5. Furnish the agency with requested information related to student's field of study and academic standing;
6. Monitor academic progress;
7. Inform the Federal agency of any change in a Co-op student's status. Including reports on a student's progress and performance.

### The Student's Role

1. To adhere to the agency's work schedule and Co-op policies and procedures;
2. Assume personal and professional responsibilities for actions and activities;
3. Use a courteous, enthusiastic, and professional approach to policies and procedures within the occupation and organization;
4. To meet academic, performance, and conduct standards set forth by the school and Federal agency;
5. Provide the agency and school Co-op coordinators with periodic progress reports on the quality of work and study assignments;
6. To work effectively with peers and supervisors;
7. To notify the schools or Federal agency of changes in your status;
8. If a noncitizen, to meet citizenship requirements prior to eligibility for conversion into the Federal career service.