

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
COOPERATIVE EDUCATION PROGRAM WORKING AGREEMENT
(UNDERGRADUATE DEGREE)

This agreement constitutes a basis of understanding between the National Aeronautics and Space Administration (NASA), Goddard Space Flight Center (GSFC), NASA/IV&V Facility, NASA/Wallops Flight Facility, and University of Puerto Rico Mayaguez Campus concerning their mutual responsibilities for a program of cooperative education, and provides an instrument of communication concerning program and administrative details. The agreement sets forth purposes and objectives, and states requirements for their attainment.

PROGRAM PURPOSES AND OBJECTIVES

Purpose

- To provide study-related work experience for undergraduate students in subject matter fields useful to NASA.
- To provide a resource for potential employment in NASA following a successful completion of the program and graduation from college.

Objectives

1. To provide qualified college students with supervised on-the-job learning experience in subject matter fields related to their academic majors.
2. To acquaint students with NASA's mission, program, and major projects in science, engineering, and management.
3. To provide learning and employment opportunities for qualified students irrespective of sex, religion, ethnic origin, age or handicap.
4. To establish and/or strengthen relationships between NASA officials and their college and university counterparts, in order to ensure mutual reinforcement between college curricula and the world of work.

THE COOPERATIVE EDUCATION PROGRAM

The NASA Cooperative Education (Co-op) Program consists of a series of planned work assignments, which may be alternated with periods of related academic study, designed for qualified students in the fields of science, engineering, and management, and programmed to prepare them for entry into career positions after successful completion of the program and graduation. Work assignments will vary, depending upon students' qualifications, level of academic training and on-the-job experience.

While on the job, student trainees will work under the guidance of qualified NASA personnel, performing pre-professional duties pertinent to their subject matter fields. Difficulty and responsibility of the work will vary with the grade level of the position. While successful completion

of the program and graduation from college are prerequisites to appointment to career positions, they do not of themselves guarantee such appointment.

NASA's needs and the availability of position vacancies for which the graduate can qualify are determining factors.

The program is conducted in offices, or other related work areas at NASA/Goddard Space Flight Center, located in Greenbelt, Maryland 20771.

PROGRAM ADMISSION REQUIREMENTS

Candidates

1. Must be full-time enrollees, or in a curriculum leading to a graduate degree, and must be pursuing a major field of study closely related to the co-op position.
2. Must be enrolled in the educational institution's Undergraduate Degree Co-op Program, and must be recommended for the co-op assignment by an authorized staff official of the institution.
3. Must be citizens of the United States.
4. Must maintain at least a 2.9 overall scholastic average on a 4.0 scale or equivalent, must have a grade of C or above in all major fields of study, and must have a student record which is predictive of graduation.
5. Must be at least 16 years of age at the time of entering on the first work period, and satisfactorily pass a security investigation.

RESPONSIBILITIES

The GSFC will:

1. Maintain liaison with the educational institution through its Co-op Coordinator.
2. Keep the educational institution informed of work experience opportunities in a timely manner.
3. Select appointees from among those recommended and referred by the educational institution. Such selection shall disregard race, religion, sex, physical handicap or age.
4. Process all personnel actions relative to the employment of co-op students.
5. Ensure that work assignments are related to the academic majors being pursued by students, and collaborate with the institution in setting up work schedules to accommodate them.
6. Ensure that students are supervised and counseled during their work periods by competent professional personnel.
7. Furnish the educational institution at reasonable intervals, or upon request, supervisory evaluations of its students' work performance.

8. Notify the educational institution of any proposed action to terminate a student's appointment because of failure to perform at an acceptable level or because of misconduct.
9. Maintain records on student performance and other administrative matters, including promotions and similar actions.

The Educational Institution, University of Puerto Rico Mayaguez Campus, will:

1. Refer all interested candidates to the GSFC without discrimination, including veterans discharged under honorable conditions.
2. Designate an official to act as co-op liaison with NASA/GSFC.
3. Inform prospective candidates of NASA/GSFC co-op opportunities.
4. Recommend only students who are enrolled in the institution's co-op program, who are attending classes, and who have shown strong ability and potential in the fields of NASA's interests and needs, and who plan to complete academic work leading to a degree. Students shall be recommended without regard to race, religion, sex, physical handicap or age.
5. Coordinate student's on-the-job training and academic education to ensure their obtaining maximum benefit from the co-op experience, and inform the Goddard Co-op Coordinator of any proposed change in students' fields of study.

CO-OP APPOINTMENT, GRADES, PROMOTION

Students are appointed under the authority provided in Schedule B, Section 213.3202(b) of the Code of Federal Regulations (CFR).

Co-op Appointment: Students who meet qualification requirements may be appointed in co-op positions at Grades GS-3 through GS-5. Students will enter the NASA co-op training program at the grade for which academic status and work experience qualify them. No written test is required.

Promotions:

GS-4: Completion of 1 academic year of study and 2 periods (4 months) of student trainee work experience OR completion of 1-1/2 academic years of study and 1 period (2 months) of student trainee work experience.

GS-5: Completion of 2-1/2 academic years of study and 6 months work experience as a GS-4 OR completion of 3 academic years of study and period of student trainee work experience as a GS-4.

Promotion to higher GS grades in the program is contingent upon students' satisfying the academic standards of the educational institution and the work performance standards of GSFC. Students who fail to meet both sets of standards will be terminated from the NASA/GSFC Co-op Program.

CONVERSION TO CAREER-CONDITIONAL APPOINTMENT

A co-op student, irrespective of occupational group, may be eligible for noncompetitive conversion as follows:

1. To a career-conditional appointment (or career appointment when service requirements are met) in a professional, technical, or professional administrative position for which the student meets the qualification requirements in the field of work in which training was received, if the following conditions are met:

- (a) The student has successfully completed all of the requirements for an undergraduate degree, including any specialized courses required by the professional position for which the student has been in training.
- (b) The student has successfully completed a minimum of 16 weeks (640 hours) of employment. The work experience may be completed in one work period or in two separate periods of full-time cooperative work experience in pay status (or its equivalent on a part-time basis). One work period must have been within 18 months of the student's expected graduation date. Required hours of employment must have been in the same occupational area and have been related to the students' major field(s) of academic study.
- (c) The student meets the citizenship requirement.
- (d) NASA converts the student not later than 120 calendar days after requirements (a) and (b) above are met. Students who are not converted may seek eligibility for positions through the competitive process in the same or another area of work. However, this does not extend the time limits for conversion under the provisions which expire at the close of business on the 120th day after graduation.

EQUAL EMPLOYMENT OPPORTUNITY

Qualified students shall be considered for participation in the co-op program by the educational institution and NASA/GSFC, regardless of race, sex, religion, physical handicap, age or national origin.

EMPLOYEE BENEFITS

Student trainees' salary during work periods will be determined by the latest General Schedule Salary Rates, and include compensation for any legal holidays during the periods they are in pay status. During academic study periods, students will be placed in Leave Without Pay (LWOP) status.

Other Benefits Include:

1. Life Insurance: For eligible employees, regular life insurance is automatic unless waived by the employee.

Optional life insurance coverage is elective. Eligibility for both forms of insurance is subject to provisions of Federal regulations. This topic should be fully covered in counseling and orientation sessions.

2. Health Benefits: Co-op students are eligible for health benefits. Enrollment is optional; conditions should be explained in counseling and orientation sessions.

3. Sick Leave: 4 hours per pay period.

4. Annual Leave: 4 hours per pay period. May be taken as earned, subject to supervisor's approval.


5. Retirement: Eligibility for retirement is subject to provisions of Federal regulations. Students not eligible will be covered by provisions of the Federal Insurance Contribution Act (FICA). This subject also should be discussed in counseling and orientation sessions.

CONDITIONS OF AGREEMENT

1. The conditions of this agreement are in general conformity with Federal regulations. It is understood, however, that they at no time supersede, alter or take the place of such regulations. Many of the conditions are subject to immediate change by new legislations or policy revisions and are mandatory. Changes which are not required by new laws or regulations will be made by mutual consent of the agency and the institution.

2. This agreement becomes void if there have been no students from the educational institution employed by the agency within the preceding 12 months.

Signed:



INSTITUTION'S REPRESENTATIVE (DATE) 25/5/06
Chacellor

TITLE
Office of the Chancellor
University of Puerto Rico-Mayaguez
PO BOX 9000
Mayaguez, PR 00681-9000

Official Mailing Address


787-265-3878
Telephone (including area code)



NASA GODDARD SPACE FLIGHT CTR. (DATE) 12-1-05
Cooperative Education Programs Coordinator

Code 112
Greenbelt, MD 20771

(301) 286-9951
Telephone (including area code)



Ellen Rios de Acarón
Engineering Coop Program Director
Box 9040
Mayaguez, P.R. 00681