

*STUDENT CAREER EXPERIENCE PROGRAM AGREEMENT*I. PURPOSE

This Agreement establishes a basis of mutual understanding between the University of Puerto Rico-Mayaguez Campus and the Naval Undersea Warfare Center Division, Newport for the conduct of a Student Career Experience Program (SCEP) under Office of Personnel Management (OPM) regulations, and specifically in accordance with Title 5 Code of Federal Regulations (CFR) Section 213.3202(b).

II. DEFINITIONS

As used in this document, the word "University" denotes the academic institution, University of Puerto Rico-Mayaguez Campus, entering into the Agreement. "Student Trainee" is defined as the SCEP student in good standing, "Program" is the Department of the Navy Student Career Experience Program, and "Activity" refers to Division Newport throughout this document.

III. OBJECTIVE

This Program is designed for students preparing for professional careers in engineering, science, and computer science occupations by integrating alternating periods of work experience into their academic study. By combining the various advantages of a well-rounded education with the experience gained from actual work assignments, this Program should enhance both the quality and the quantity of individuals entering these career fields.

IV. RESPONSIBILITIES

In accordance with the provisions and responsibilities outlined in this Agreement, the University and the Activity will work together to ensure that the academic and work experience aspects of the SCEP are carried out to the mutual satisfaction and to the benefit of the Student Trainee participants, the University, and the Activity. As evidence of this:

a. University of Puerto Rico-Mayaguez Campus agrees to:

1. inform prospective candidates of the Activity's student career experience opportunities;

2. recommend students to the Activity who meet joint standards for Program participation, including all honorably discharged veterans who express an interest in being referred;

3. provide the Activity needed data and information about appointees, such as transcripts of courses and grades, within two weeks of the end of each semester;

4. provide the Student Trainee with courses broadly related to his/her career field, and assist the student in strengthening the relationship between study and work assignments;

5. inform the Activity immediately when a Student Trainee is dropped, or in danger of being dropped, from the University's Program because of either a school or student action;

6. advise the Activity of administrative action(s) affecting the Student Trainee, e.g., probation, change of major, work period schedule problems or changes;

7. incorporate the Activity's trainee evaluations into the Student Trainee's record; and

8. provide counseling assistance to the Student Trainee, and a point of contact for information exchange and Program liaison purposes with the Activity.

b. The Activity agrees to:

1. keep the University informed of work experience opportunities and arrange recruiting visits for the purpose of interviewing candidates for Program opportunities;

2. consider and select appointees from candidates referred by the University for participation in the Program and advise the University accordingly;

3. orient the student to the work setting and to the career field to which he/she is assigned;

4. provide the Student Trainee with meaningful and increasingly responsible work assignments correlated to his/her academic work in the major functional areas of his/her career field, and guide the Student Trainee in carrying out the assignments;

5. handle personnel processing related to the employment of students;

6. furnish the University with supervisory and Student Trainee evaluations after each work period, and keep the

University informed concerning student progress and any significant student trainee accomplishments or awards;

7. maintain work period evaluations as part of the Student Trainee's records;

8. notify the University of any Personnel Action taken which may affect the status or tenure of the Student Trainee, including intent to release;

9. provide counseling assistance as well as mentoring assistance to the Student Trainee, and a point of contact to facilitate information exchange and program liaison with the University's counterpart; and

10. provide the University with additional information as may be necessary to assure an effective atmosphere of cooperative and successful program operation.

c. The Student Trainee shall be:

1. required to satisfy both the "quality" academic standards of the University and the Activity, and the work performance standards of the Activity;

2. responsible for demonstrating a personal interest in his/her professional career, both at work and while in attendance at the University;

3. required to complete evaluation reports of work experience of a non-confidential nature provided by the Activity

4. responsible for submitting any schedule changes to the University for approval

5. a candidate who has a record that is predictive of graduating with a bachelor's degree;

6. expected to take courses required of his/her major field of concentration;

7. required to maintain the status of "student in good standing" at the University; and

8. required to sign a written agreement with the Activity and University in accordance with 5 CFR 213.3202(b)(12).

V. STUDENT TRAINEE STANDARDS OF QUALIFICATION AND ELIGIBILITY

The prospective Student Trainee must satisfy the following requirements:

- a. must be enrolled on a full-time basis;
- b. must be recommended for assignment by the Director of the Engineering Cooperative Education Program at the University;
- c. must be a citizen of only the United States;
- d. must be at least 16 years of age;
- e. may not have a relative who is in a direct reporting relationship or who is in a position to influence or control the appointment, employment, or advancement of the student;
- f. must be maintaining at least a 2.8 overall scholastic average on a 4.0 scale, or the equivalent, and must have a record as a student that is predictive of graduation;
- g. must be selected for a Student Trainee position by the Activity; and
- h. must satisfy all security requirements of the position to which he/she will be assigned.

VI. INITIAL APPOINTMENT LEVELS

a. Initial appointment will be as Student Trainee, ND-1, under the Activity's Personnel Demonstration Project regulations. Appointment will normally be Excepted Appointment - Conditional under the Schedule B appointing authority, 5 CFR 213.3201(a). Unless terminated, these appointments remain in effect up to 120 calendar days after the date of the student's graduation.

b. The Student Trainee must have acquired two full academic years of study prior to the beginning of the work assignment as Student Trainee, ND-1

c. No initial appointments will be made at the ND-2 level.

VII. PROMOTION ELIGIBILITY

During their Student Career Experience Program, Student Trainees are eligible to receive promotions; however, no student may be promoted during his/her first work assignment period. Promotion eligibility is based on completing additional academic credit, satisfactory performance during previous SCEP work assignments, if applicable, and supervisory recommendation for promotion.

PROMOTION TO

Student Trainee, ND-2

REQUIREMENTS

Three-fourths of the total number of semester hours required for a bachelor's degree and employment during a previous work assignment as a Student Trainee, ND-1.

VIII. WORK SCHEDULES

The University and the Activity will develop a work study schedule for the Student Trainee. No fewer than 640 hours of total employment will be scheduled prior to the time the Student Trainee completes his/her degree requirements. The alternate periods of work and study will be on a semester basis in accordance with the academic calendar of the University. Recognizing that an element of flexibility is necessary, deviation from the work-study schedule, or adjustments thereto, may be arranged by mutual agreement between the University and the Activity provided that the appropriate total time of employment is not reduced and that the basic principle of alternation is maintained. The work-study schedule for each Student Trainee will generally be established at the time of the employment offer.

IX. LEAVE-WITHOUT-PAY STATUS TO RETURN TO SCHOOL

The Student Trainee will be placed on leave-without-pay when he/she completes a period of work and returns to campus, unless part-time employment has been approved by the Activity.

X. PAY, LEAVE AND BENEFITS

a. Pay. During the work period, the Student Trainee will receive the salary which is appropriate for his/her grade level, i.e., ND-1, as well as holiday and overtime pay according to federal law and administrative action.

b. Leave. The Student Trainee will accrue annual and sick leave when he/she is in a work status. Unused leave will be carried over to the next work assignment. Student Trainees whose work schedule includes Federal holidays will be paid for those days.

c. Benefits. Students whose employment in the Program is scheduled to continue for at least one year and who will be in a pay status for at least one-third of the total time required for completion of the Program will be eligible to elect Federal life insurance and to participate in a health benefits plan. All

Student Trainees will be covered under the Federal Employees Retirement System (FERS).

XI. FINANCIAL ASSISTANCE

Financial Assistance is offered by the Activity. Election of this assistance is at the student's discretion. If assistance is accepted and a permanent position is offered, the Student Trainee accepts the obligations of subsection d., below. An agreement between the Student Trainee and the Activity will be completed prior to the receipt of the accepted financial assistance. If assistance is not accepted, the obligations of subsection d. do not apply.

The Activity offers the following assistance to the Student Trainee:

a. The Activity will fund tuition costs and all other University-related fees. Fees for personal use such as parking and auto registration fees will not be paid by the Activity.

b. The Activity will fund books not to exceed \$500.00 per semester. Books are defined as those textbooks required of Student Trainees taking a course and do not include recommended reading material.

c. The Activity will fund travel. Payment for travel will be for costs incurred when traveling to and from the University and the Activity to perform the required work phases of the Program.

In accordance with Federal Travel Regulations, if a Student Trainee chooses to travel by "privately owned conveyance", payment for mileage and per diem is limited to the cost of common carrier transportation and related per diem as determined by the travel regulations. Travel time will also be as indicated in the regulations.

d. Acceptance of financial assistance (a., b., and c. above) requires the Student Trainee to sign an agreement of obligated service to the Activity for the time that he/she is employed at the Activity, i.e., if the Student Trainee is appointed to a permanent position, he/she must complete two years of government service at the Activity or will be obligated to repay a prorated share of the Activity's total expenditure.

XII. TRIAL PERIOD AND PERFORMANCE APPRAISAL

a. The Activity requires that the supervisor evaluate a Student Trainee's performance during each work assignment. The student is also asked to prepare an evaluation of his/her work experience. Copies of both evaluations are forwarded to the

University. The evaluations are retained as part of the student's work experience record and are used in determining whether the student will be continued in the Program.

b. Since every effort must be made to remove candidates who do not show promise for future career service, the student's work period is considered a screening period, during which strengths and weaknesses are carefully observed and assessed, and needed help is given on a continuing basis to improve aspects of the student's performance. Prior to the end of the screening period, the supervisor will review the student's performance, rating him/her on such items as the following and on any additional aspects of performance that the Activity determines are job related:

1. The degree of competence with which assigned tasks were performed.


2. The extent to which tasks were completed on time when the student had control over the time factor.

3. The ability to accept and follow directions and adhere to established regulations in the performance of the job.

4. Demonstrated ability to win the respect and confidence of others in the performance of assigned tasks.

5. Demonstrated ability to assume a leadership role in assigned tasks.

The student will also be rated on those specific skills, knowledge, and abilities identified as being the most important to the target career job. Typical skills might be writing, making oral presentations, handling figures, making decisions, etc. The evaluation will be discussed with the student. On the basis of the rating of the student's job performance, interest, and conduct, the supervisor will recommend one of the following:

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- (1) Retention and promotion
 - (2) Retention without promotion
 - (3) Separation from the Program

XIII. RETENTION

For retention in the Program, the Student Trainee will be required to satisfy the academic standards of the University and the Activity, and the attendance, conduct, and work performance standards of the Activity. A Student Trainee who fails to meet these standards will be advised of areas needing improvement. If

no improvement is shown after discussion between the University and the Activity, and upon notification of the student, he/she will be separated from the Program.

XIV. PERMANENT EMPLOYMENT UPON PROGRAM COMPLETION

This program is intended to provide a source of individuals with bachelor's degrees for entry into engineering, science, and other related occupations at the Activity. The Student Trainee will enter this Program with full knowledge that upon graduation from the University, he/she may be considered for permanent employment by the Activity. The permanent positions for which he/she can be considered may be in a different element of the organization or at a geographical location other than the one at which he/she was employed as a Student Trainee.

a. Noncompetitive appointment. A SCEP student is eligible for noncompetitive conversion to a career-conditional appointment and may be considered for permanent employment with the Activity at the ND-2 level in the field of work in which he/she received his/her cooperative education training, if the following conditions are met:

1. The student has successfully completed all the requirements for a bachelor's degree, including any specialized courses required for the professional position for which he/she has been training;

2. The student has completed, at the Activity, a total of 640 hours of cooperative education work experience in a pay status. Required hours of employment must have been in the same occupational area and must have been related to the student's major fields of study; and

3. The student is only a U.S. Citizen.

The fulfillment of these requirements permits, but does not obligate, the Activity to convert the individual at the ND-2 level.

Full consideration will be given to all qualified applicants without regard to race, color, religion, sex, age, national origin, disability, lawful political affiliation, marital status, sexual orientation or economic resources.

b. Employment Termination. Trainees disqualified from continuing in the Program or not selected for conversion to a permanent position will be terminated from employment. Such trainees cannot be reassigned noncompetitively to other positions. Unless the student has veteran preference,

separations for unsatisfactory work will provide no right of appeal to OPM.


XV. THE AGREEMENT -- MODIFICATION, EFFECTIVE DATE, AND TERMINATION

a. The University and the Activity will consider any amendments proposed by either party to the terms of the Agreement and, by mutual consent, will amend the Agreement in writing. Since this Program is conducted pursuant to OPM regulations and law, changes in either regulations or law necessarily become effective without modification. However, the Activity will advise the University of such changes, and, if substantive, they will be incorporated into this Agreement.

b. In accordance with OPM regulations, this Agreement is void if there have been no students from the University employed at the Activity for the 12-month period following the date of the Agreement. A new Agreement must be executed before student placement may be resumed.

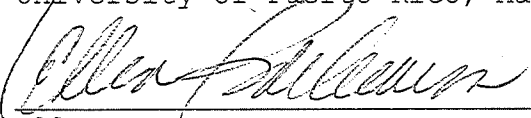
c. This Agreement becomes effective upon signature by both parties and shall continue indefinitely unless voided by non-use as defined in subsection b., above, or by either party upon 30 days written notice with date of termination to coincide with the end of the current academic term.

UNIVERSITY



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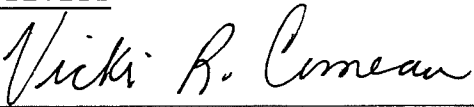
10/9, 2006
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ACTIVITY



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