

COOPERATIVE EDUCATION PROGRAM WORKING AGREEMENT
BETWEEN
NAVAL SURFACE WARFARE CENTER
DAHLGREN DIVISION

AND

UPR Mayaguez Campus

This agreement is the basis for developing mutual understanding and respective responsibilities between the Naval Surface Warfare Center, Dahlgren Division (NSWCDD) and the UPR Mayaguez Campus in the employment of students for the Cooperative Education Program (Coop). 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 non-competitive conversion into the Federal career service. This agreement is consistent with guidance contained in Title 5 Code of Federal Regulations, Section 213.3202

A. Academic Program - Check appropriate program.

- Baccalaureate
- Graduate
- Doctorial

J. B. Student Eligibility - The prospective Coop student must:

1. Have completed at least one semester of college.
2. Be enrolled full-time in a course of study.
3. Be in good academic standing with at least a 3.0 overall grade point average on a continuing basis.
4. Be a U.S. citizen.
5. Meet the agency's policy on employment of relatives.
6. Satisfy the work performance standards and scheduling requirements of the agency on a continuing basis.
7. Meet security requirements.

C. Appointments - Students receive appointments in the excepted service under the Schedule B Authority, Sections 213.3202(b) in Title 5 Code of Federal Regulations and are titled Student Trainees. Appointments may not extend beyond 120 calendar days following graduation.


D. Selection - Selection decisions are the responsibility of NSWCCD. NSWCCD may appoint students who:

1. Are enrolled in and recommended by the school's Coop program.
2. Are in good academic standings (as described in B3 above).
3. Meet qualification standards of the position.
4. Are enrolled in a field of study related to the assigned work.

E. Terminations - A student's appointment may be terminated at any time for any of the following:

1. Resignation
2. Change to a field of study that will not qualify the student for a career position at NSWCCD.
3. Suspension, expulsion, or withdrawal from the educational institution.
4. Failure to maintain academic standards.
5. Administrative reasons (examples include: budget constraints, lack of work, misconduct, inability to maintain or possess a security clearance)
6. Unsatisfactory performance.

F. Pay and Benefits -

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1. Student will be provided a written job offer specifying conditions of the offer including salary.
 2. Benefits for which students may be eligible include:
 - Retirement
 - Life and Health Insurance
 - Vacation, Sick, Annual and Holiday Leave
 3. Payment of travel between the duty station and school may be paid by NSWCCD according to student needs and availability of funds. Decisions on such payments will be made on a case-by-case basis.
 4. 50% of tuition may be paid per semester.
 5. Allotment of up to \$300 of required book expense may be paid.

G. Pay Increases - At management discretion based on student performance. College transcripts may be requested to support the pay adjustment action.

H. 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 16 weeks (640 hours) of study-related work experience required for conversion.
2. There are no limitations on the number of hours a part-time student can work per week, with at least a half-time academic course load.
3. It is NSWCCD policy that student work schedules will not interfere with their academic schedules/coursework.

I. Performance Appraisal -

1. Performance appraisals are required for Coop students and will be performed in accordance with NSWCCD policies.
2. Evaluation are required by both student and supervisor after each work experience and provided to the student program manager.
3. If a student's performance at any time falls below that required for success, he/she may be given the opportunity to improve or may be separated from NSWCCD at the discretion of NSWCCD.

J. Obligation -

1. Work for NSWCCD for a period of time equivalent to the time for which financial aid (tuition and book expenses) was received.
2. If student resigns or chooses not to continue employment with NSWCCD after graduation, then the student will be obligated for the prorated amount of financial aid.
3. In the event NSWCCD is unable to convert student due to administrative reasons (budget constraints, lack of work), student will not be held liable for the financial aid received.

K. Employment After Completion of Coop - Within 120 calendar days after completing the educational requirements, the student may be non-competitively promoted and/or converted to a career or career-conditional appointment.

1. To be eligible for conversion, students must have satisfactorily complete the 16 weeks (640 hours) of study-related work experience requirements of the Federal Coop.
2. Trainees disqualified from continuing in the Coop program or who have not been converted must be terminated.
3. NSWCCD is not obligated to make an offer of employment, nor is the student obligated to accept our offer of employment.

L. EEO Considerations - Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, political affiliations, disability, marital status, sexual orientation or affiliations with an employee organization.

M. NSWCCD Responsibilities -

1. Maintain liaison with the school. The Student Program Manager will fulfill this responsibility.
2. Inform the school of work experience opportunities and provide adequate job descriptions promptly.
3. Establish work schedules consistent with the school's academic calendar that enable students to complete the Coop program.
4. Orient the student to NSWCCD's mission, policies and procedures.
5. Provide progressive and diversified Coop experience to prepare the student for occupations in which they have an interest.
6. Conduct appraisals and counsel students regarding their performance.
7. Notify the school of changes in the student's status.

J.

N. Educational Institution Responsibilities -

1. Designate a representative to work with the NSWCCD Coop program.
2. Inform eligible students of employment opportunities.
3. Refer interested and qualified candidates, including veterans discharged under honorable conditions to the employing office without discrimination,
4. Coordinate work and study in a manner that will expand the student's educational development.
5. Provide the Coop Coordinator with all required student application forms (e.g., resume, transcripts and letter of good standings).
6. Monitor academic progress and inform the employing office of any changes in students' status.

O. Students Responsibilities -

1. Complete and/or provide all requested coop application material including a transcript for review by NSWCCD.
2. Adhere to the employing office's work schedule and Coop policies and procedures.
3. Assume personal and professional responsibility for actions and activities.
4. Meet academic, performance, and conduct standards established by the school and the employing office.
5. Provide the Coop coordinator with an evaluation after each work rotation.
6. Provide school with periodic progress reports on the quality of work and study assignments.
7. Coordinate class schedule to meet educational and Coop needs.
8. Maintain good standing academic status with school.
9. Required to notify NSWCCD and the school Coop coordinator if he/she has dropped, or in danger of being dropped, from school because of either a school or student action, is put on probation, is experiencing a conflict with work and course schedules or a change in major.
10. Maintain total and complete confidentiality of any and all NSWCCD information.

P. Conditions of the Agreement - Conform to Federal regulations and are subject to change by Legislation, Executive Order, Office of Personnel Management or NSWCCD policy. Changes which are not required by new laws or regulations will occur only by mutual consent of the NSWCCD and the educational institution and will be made by written amendment to this agreement.

This agreement becomes effective when signed by both parties. It will be in effect indefinitely unless terminated or if one of the following conditions is met:

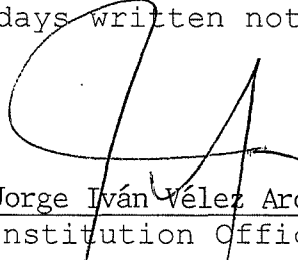
1. Mutual consent of both parties.
2. By either party upon 30 days written notice.

Q. Approvals -

Agency Official Signature

Student Program Manager
Title

Date



Jorge Iván Vélez Arocho, Ph.D.
Institution Official Signature

Chancellor
Title

Date

Feb 27, 2004

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