

**FEDERAL BUREAU OF INVESTIGATION-
EDUCATIONAL INSTITUTION INTERN PLACEMENT AGREEMENT**

This Agreement constitutes a mutual understanding between the Federal Bureau of Investigation (FBI) and _____

(Type Name of School Representative)

as a designated representative of _____

(Type Name of Institution)

for the purpose of placing _____

(Type Name of Student)

in a non-paid work assignment established for the purpose of providing educational experiences for the student.

It is understood by all parties to this agreement (FBI, Educational Institution, and Student) that:

1. The above-named student is officially enrolled at least full-time in the above named educational institution,
2. The above named educational institution has given permission for the above named student to volunteer his/her services,
3. The service rendered is to be uncompensated, and
4. The participating student is not considered to be a Federal employee, except for the limited purposes of the Federal Tort Claims Act and the Federal Employees' Compensation Act.

The period of the internship involved in this agreement commences on or about _____,

and will end on or about _____.

I. Responsibilities of the Institution

- A. Authorize students to perform volunteer services without regard to race, color, religion, sex, sexual orientation, national origin, age, or disability, and comply with all applicable Federal laws, rules, regulations, and Executive Orders governing those issues.
- B. Recommend students for application to the internship program and forward to the FBI the completed internship application package, signed by the student and stating the student's career plans and applicable skills. The FBI will make the final selection. All selections are contingent upon a successful suitability determination and background investigation conducted by the FBI. The Institution shall make recommendations by deadline dates established by the FBI to allow sufficient time to conduct appropriate suitability and background checks, as required prior to granting security clearances.
- C. Provide the FBI with background information on the participating students, to the extent permitted by law.
- D. Designate a representative from the Institution to assist the FBI in planning an internship program for each student and to be available for consultation if any problems occur.

- E. Advise each student that he or she is responsible for subscribing to an appropriate health insurance policy.
- F. Notify the FBI when the student is no longer enrolled on at least a full-time basis or when the student no longer satisfies the academic standards of the school.
- G. If the student is to receive academic credit for the internship, advise the student regarding the Institution's policies for crediting internship opportunities as academic credit.

FOOTNOTE: A student is deemed not to have ceased to be a student during an interim between school years if that interim period is not more than five months, and if the student demonstrates to the satisfaction of an FBI official that he or she has a firm intention of continuing to pursue a course of study at the same or a different educational institution during the next school term.

II. Responsibilities of the FBI

- A. Provide a liaison who has the knowledge and experience essential for managing the internship experience.
- B. Select only students who have the permission of the Institution to serve as interns. Conduct the required suitability and background checks on all selected students.
- C. Assign the students work that is educationally related. Schedule activities in which the students are expected to participate during normal working hours, if at all possible.
- D. Provide direct supervision of the participating students and confer regularly with each student to review assignments.
- E. Notify the Institution if a student intern is terminated from the internship program because of unsatisfactory performance, interest or conduct.
- F. Ensure that student candidates are evaluated and selected in accordance with Federal laws and regulations covering equal employment opportunity regarding race, color, religion, sex, sexual orientation, national origin, age or disability.
- G. The Institution requires the following reports or evaluations, if any:

III. Responsibilities of the Student

- A. Complete all written assignments required by the Institution in regard to the internship program.
- B. Maintain regular attendance at the FBI during the hours arranged for placement. Absences must be reported to the student's FBI supervisor or program coordinator.
- C. Clarify issues, ask questions, seek out learning opportunities, and discuss any problems encountered by regularly communicating with the appropriate FBI supervisor or program coordinator.
- D. Fulfill, in a professional manner, all the duties and responsibilities assigned by the supervisor.
- E. Satisfy both the academic and conduct standards of the school, and the work performance and standards of conduct for the FBI. Students who fail to meet these requirements and standards will be dropped from the program.
- F. If not currently enrolled full-time in an educational institution or comparable recognized educational institution, the student must certify that he or she has a firm intention of continuing to pursue a course of study at the same or a different educational institution during the next school term. Such certification shall be accomplished by the student's signature on a copy of this Agreement.
- G. Comply with all applicable Federal laws, rules, regulations, and Executive Orders governing equal employment opportunity, immigration, nondiscrimination, and affirmative action.
- H. Subscribe to an appropriate health insurance policy, if such coverage is desired by the student during the internship.
- I. Make all travel and living arrangements necessary prior to beginning the internship. All travel and living expenses will be borne by the student.

IV. General Provisions

- A. Each internship is conducted with the permission of the Institution and the FBI.
- B. Generally, internship opportunities are limited by statute to an individual enrolled not less than full-time in an accredited high school (trade school, technical or vocational school, junior college, university, or other comparable recognized institutions). The FBI internships, however, are limited to college/university undergraduates or graduate students enrolled at least full-time in an accredited educational institution. An individual is deemed not to have ceased to be a student during an interim between school years if that interim period is not more than five months, and if the student certifies that he or she has a firm intention of continuing to pursue a course of study or training in the same or a different educational institution during the next school term.
- C. Each internship is to be performed without compensation.
- D. Each student intern's service is not creditable for leave accrual or any other employee benefits.

- E. There is no commitment on the part of the FBI to employ any student intern at the completion of the internship, nor are they offered any priority in the referral or selection process.
- F. Each student intern must sign a General Nondisclosure Agreement and a Standard Form 312, Classified Information Nondisclosure Agreement, as applicable.

V. General Nature and Purpose of the Work to be Performed

The student will be responsible for:

VI. Educational Credits

Award of academic credit for the student's internship experience is at the discretion of the educational institution. Except as indicated hereafter, the work accomplished in this internship is not creditable for education purposes:

If credits are to be afforded for this internship, the FBI will cooperate to the extent possible in documenting the student's performance. The Institution should be aware, however, that the sensitivity of the work performed by the student may preclude both the student and the FBI from disclosing the nature or details of work performed by or for the FBI.

VII. Work Schedule and Timekeeping

Working hours of the intern will vary with the office to which assigned. Interns will not report for work on federal holidays or other times that regular employees are excused. Interns will sign in and out daily on registers similar to those completed by FBI employees Timekeeping records will be maintained by the internship supervisor or program coordinator.

VIII. Duration of the Intern's Service

If credits are to be afforded for the internship, the internship shall terminate at the end of the academic term. If credit is not afforded, the internship shall terminate at the end of the academic year. Interns shall serve a minimum of 12 weeks and shall continue to serve up to the maximum duration permitted unless earlier terminated by either party.

IX. Termination of a Student's Participation

The FBI may immediately terminate, without prior notice and without cause, a student's participation in the internship or access to FBI information or spaces. The Institution may immediately terminate, without prior notice and without cause, a student's participation in the internship program.

X. Authority for the Internship Program

Internship programs are authorized by Section 301 of the Civil Service Reform Act of 1978, Public Law 95-454, Title 5 U.S. Code, Part 3111, Title 5 Code of Federal Regulations 30, and Department of Justice Order 1200.1, Chapter 3.

Approval: Institution's Authorized Representative

Signature: _____

Name: _____
(Printed or Typed)

Title: _____
(Printed or Typed)

Name of Institution: _____

Approval: Federal Bureau of Investigation

Signature: _____

Name: _____
(Printed or Typed)

Title: _____
(Printed or Typed)

Division, Section, Unit: _____

Waiver of Compensation:

In connection with my service as a student intern in the Federal Bureau of Investigation, I understand that I will be working during the period _____, to _____, without compensation, and I hereby agree to waive any and all claims against the Government for salary, wages, leave accrual or other benefits on account of services performed.

Signature: _____
(Student)

Name: _____
(Printed or Typed)

Date: _____