



WORKSITE EXPERIENCE PROGRAM FOR STUDENTS

STUDENT VOLUNTEER SERVICE AGREEMENT

The sponsoring CIO is responsible for completing this form when assigning a volunteer student under the Worksite Experience Program. This form must be maintained by the program office for at least three years after the student completes his/her volunteer service.

PART A – SUPERVISOR’S INFORMATION

Sponsor's Name	Phone Number	Fax Number	Mailstop
Office (CC/CO/CIO, Division, Branch)			
Supervisor's Signature	Title	Date Signed	

PART B – STUDENT’S INFORMATION

Student's Name	Student's Mailing Address		
School Name, City and State	Major, if applicable	Academic Level/Grade	
Student's Signature	Student School ID Number	Date Signed	

PART C – NATURE OF VOLUNTEER ASSIGNMENT

Assignment Location (CIO, Division, Branch, Building, Room No.)	Dates of Volunteer Assignment	Tour of Duty
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Nature of Assignment*:

***IMPORTANT:** Students assigned to volunteer in a research and study laboratory or facility are required to read and sign a [memorandum of understanding](#).

PART D – SCHOOL CERTIFICATION AND APPROVAL

I agree to this student's participation in this program as outlined above and with the understandings contained in Part F on page 2 of this document.

I certify that the student identified above is enrolled at least half-time at this educational institution. The duties to be performed and scheduled work hours are approved as appropriate for the course of study and/or training that the student is pursuing.

The student will will not (check one) receive academic credit for the volunteer service. Please provide the following information to the school upon completion of the volunteer assignment (check all that apply):

Student's attendance records Student's performance evaluation Total number of volunteer service hours completed

Other: _____

Name of School Official	School Official's Telephone Number	School Official's E-Mail Address
School Official's Signature	Title	Date Signed

PART E – CDC/ATSDR APPROVAL

CIO: By signing below, CDC/OCOO/HCRMO approves the student's participation in the Worksite Experience Program and certifies that the student meets [program eligibility requirements](#).

Approving Official's Name	Title	Signature	Date Signed
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PART F – STUDENT WORKSITE EXPERIENCE PROGRAM UNDERSTANDINGS

The Student, the School, and the Centers for Disease Control and Prevention (CDC)/Agency for Toxic Substance and Disease Registry (ATSDR) agree to participate in the Student Worksite Experience Program (SWEP) for the purpose of non-paid work experience in accordance with the following understandings.

- A.** In compliance with the provisions of 5 U.S.C. 3111:
- Student service under this agreement is without compensation by the CDC/ATSDR.
 - Non-paid service is with the permission of the School in which the student is enrolled.
 - Students will not be used to displace a federal employee.
 - Students must be enrolled not less than half-time at the School.
- B.** The School will require student compliance with its rules, regulations, and procedures.
- C.** The CDC/ATSDR will:
- Appoint an official to serve as a liaison with the school on matters related to SWEP.
 - Appoint a federal employee to supervise the student during the term of the SWEP assignment and serve as the student's direct point of contact for all matters related to the assignment.
 - Ensure that the student receives specific on-the-job training in the field of their formal curriculum designed for the best development of knowledge and skills;
 - Maintain records on student performance and other administrative matters and make available to the school upon request; and
 - Notify the school when the SWEP assignment ends.
- D.** During the term of non-paid service, the Student will:
- Determine a work schedule with his/her direct supervisor. The schedule must not interfere with the student's academic work.
 - Notify his/her supervisor when he/she is unable to attend.
 - Perform their duties in a satisfactory manner and complete all assigned work.
 - Complete attendance and performance records and provide them to his/her program supervisor at the completion of his/her assignment (as reasonably required in order for the experience to be properly credited).
 - Provide evidence of health insurance or coverage in amounts satisfactory to the School and CDC/ATSDR.
- E.** Student participants must be mutually acceptable to the School or CDC/ATSDR. Either party may withdraw the student from non-paid service based upon perceived lack of competency on the part of the student, the student's failure to comply with the rules and policies of the School or CDC/ATSDR, or, for any other reason where either party reasonably believes that it is not in the best interest of either party for the student to continue.
- F.** Non-paid students may be removed from work on a particular assignment at any time.
- G.** Students are not considered federal employees for any purpose other than compensation for injuries sustained during the performance of work assignments and Federal Tort Claims provisions of 28 USC 2671 through 2680.
- H.** No student will be denied an opportunity or subjected to different treatment under this agreement on the grounds of race, religion, color, sex, national origin, age (40 years of age or older), disability, gender identity, genetic information, sexual orientation, or status as a parent. CDC/ATSDR will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352; 78 Stat. 252), associated Department of Education regulations, and Title IX of the Education Amendments of 1972 (P.L. 92-318).
- I.** Students requiring reasonable accommodations will contact their Vocational Rehabilitation program or the respective school's Disability Program Service Office for assistance.
- J.** This agreement in no way commits CDC to offer a permanent position to the student at the end of the assignment. Nothing in this Agreement shall obligate the School or the CDC/ATSDR to any current or future expenditure.