



Form G-1235, Student Career Experience Program (SCEP)

Working Agreement

Department of Homeland Security

U.S. Citizenship and Immigration Services (USCIS)

USCIS
Form G-1235

Student's Full Name (*print*): _____

Assigned Position (*title, series, & grade*): _____

Assigned Program Office: _____

Educational Institution Enrollment: _____

Major Studies: _____

Expected completion of educational and work requirements (*mm/dd/yyyy*): _____

Supervisor's Name: _____

Telephone Number: _____

PURPOSE OF THIS AGREEMENT

The Student Career Experience Program (SCEP) is an educational program that provides the integration of a student's academic studies and Federal work experience with the potential of noncompetitive conversion into the Federal career service. The anticipated result of this agreement is that each party will assist the other in the accomplishment of its objectives. For the institution, such objectives are primarily educational in nature. USCIS is primarily concerned with utilizing the Student Career Experience Program to meet its short-term and long-term staffing needs, while being fully committed to the development of the student. The student is primarily concerned with directly applying his/her educational background in a work setting to gain on-the-job experience. This agreement provides a basis for developing mutual understanding and respective responsibilities among the student, the educational institution, and USCIS.

RESPONSIBILITIES IN THIS AGREEMENT

THE PROGRAM OFFICE WILL:

1. Designate a staff member to serve as a liaison with the school.
2. Establish a work schedule to accommodate the student's school requirements.
3. Orient the student to the USCIS mission, policies, and procedures.
4. Provide quality work assignments related to the student's academic studies.
5. Assign the student to supervisors who will provide on-the-job training, counsel the student regarding his/her performance, conduct appraisals, share progress reports with the educational institution, and complete necessary forms for the institution.
6. Process all personnel actions relating to the student's employment and keep all necessary employment records.
7. Notify the school of any change in the student's status.

THE STUDENT WILL:

1. Adhere to the USCIS' work schedules and the SCEP policies and procedures.
2. Assume personal and professional responsibility for actions and activities.
3. Maintain academic performance and conduct standards set forth by the school and USCIS.
4. Provide the school's coordinators with periodic progress reports on the quality of work and study assignments in a timely manner.
5. Work effectively with peers and supervisors.
6. Notify the school and his/her immediate supervisor of changes in status immediately.
7. Provide the immediate supervisor with documentation of continued enrollment and/or documentation of good academic standing if requested, within 15 business days of request. [Failure to do so will result in the student's termination based on non-eligibility for the student appointment.]

STUDENT'S WORK SCHEDULE

FULL TIME: ____ PART TIME: ____

STUDENT'S ACADEMIC SCHEDULE

FULL TIME: ____ PART TIME: ____ (Indicate number of course credit hours): _____

Expected completion of academic requirements (mm/dd/yyyy): _____

USCIS: Attach the objectives of the student's work assignment as well as the anticipated tasks that will be assigned to the student.

CONDITIONS OF STUDENT EMPLOYMENT (SCEP)**1. Student Eligibility - The student must:**

- a. Be sixteen (16) years of age.
- b. Be a citizen of the U.S.
- c. Be enrolled, at least half-time, in an accredited high school or pursuing a degree, diploma, certificate, etc. in a technical or vocational school, 2-year or 4-year college or university, graduate or professional school, or participate in an accredited or State-certified home-school (high school students only).
- d. Be studying in a field that is closely related to the job for which he/she is being considered.
- e. Maintain good academic standing of at least a "C" average 2.0 out of 4.0 grade point average (GPA).
- f. Meet the qualification standards as well as (any) physical and security requirements for the position.
- g. Provide a signed formal agreement.

2. Appointment

The student's appointment is an excepted Schedule B appointment which extends from the initial appointment to a date not to exceed 120 days after completion of the education and study-related work requirements. This appointment may not be extended.

3. Student Work Schedules

- a. Work will be scheduled consistent with the student's academic studies or career goals and be designed to meet minimum study-related work hours (640) required for conversion. Under certain conditions, and upon approval by USCIS, the student may obtain a waiver of up to 320 work hours of the 640 hour minimum service requirement.
- b. The student may work full time or part-time.
- c. The student must be taking at least a half-time academic/vocational/or technical course load in an accredited high school, technical or vocational school, 2 year or 4 year college or university, or graduate or professional school. The definition of half-time is the definition provided by the school in which the student is enrolled.

4. Pay and Benefits - The student:

- a. Is paid based on his/her education and experience and in accordance with established pay schedules.
- b. Is paid for holidays that fall within his/her work schedule and for any authorized overtime.
- c. Will earn sick and annual leave at authorized rates, military leave, as appropriate, and will be placed on leave-without-pay during any "break in program" approved by the immediate supervisor.
- d. Is eligible for promotion to higher-graded, student positions. Promotion is at the discretion of the immediate supervisor, but the student must meet all qualification requirements, with the exception of time-in-grade.
- e. Will be covered by Social Security (FICA), as well as the Federal Employees Retirement System (FERS) if first appointment is after 1/1/84.
- f. Is eligible for life insurance and health benefits coverage.
- g. May elect to participate in the Thrift Savings Plan upon appointment although there is a waiting period for the receipt of matching funds.
- h. May be assisted with training expenses, if related to official duties, as well as travel and transportation costs between duty station and school, at the discretion of the immediate supervisor.

5. Performance Appraisal

The student will receive performance appraisals in accordance with the USCIS Performance Management Program, and is based on at least 320 hours of service under a SCEP appointment. Appraisals may be shared with the school, if requested.

6. Employment Requirements After Completion of the Student Career Experience Program

- a. The immediate supervisor may non-competitively promote and/or convert the student to a career, career-conditional, or term appointment within 120 days after completion of educational requirements and satisfactory completion of 640 hours of study-related work. Under specific circumstances, and upon approval by USCIS, the student may be credited with up to 320 hours towards completing the 640 hour minimum service requirement. Consult the servicing HCT Specialist for additional information.
- b. Appointments are subject to all requirements and conditions governing term, career, or career-conditional employment, including background investigations and OPM and USCIS qualification standards for the targeted position.
- c. The student who non-competitively converts to a term appointment may also be non-competitively converted to a career or career-conditional appointment before the term appointment expires.
- d. The student's requirement must be met before completion of, or concurrently with, the course requirements. The work requirement may not be met by working after completion of course requirements.
- e. The student must meet U.S. citizenship and employment of relatives requirements (if applicable) by the date of the conversion.

