



Peace Corps

Internship Program Participant Agreement

Intern Full Name: _____ Institution Name: _____

Program Type and Study (AA, BS, MS, etc.): _____

Supervisor's Name: _____ Phone Number: _____

Supervisor's Title: _____ Email Address: _____

Appointing Office/Division/Branch/Team: _____

Work Location: _____

Appointment Date (s):

Entrance on Duty Date	_____
Appointment Not-To-Exceed Date	_____
Maximum Not-To-Exceed Date	_____

Work Schedule:

Week 1 of the Pay Period		Week 2 of the Pay Period	
Monday	_____	Monday	_____
Tuesday	_____	Tuesday	_____
Wednesday	_____	Wednesday	_____
Thursday	_____	Thursday	_____
Friday	_____	Friday	_____

Position Title, Series and Grade:

Salary:

Intern's Responsibilities:

- (Initial each)
- ____ Provide proof of enrollment as necessary.
 - ____ Notify the agency of any change in your enrollment status and/or work schedule.
 - ____ Maintain at least a half-time course load as defined by the educational institution.
 - ____ Remain in good academic standing and a minimum GPA of 3.0
 - ____ Adhere to an established work schedule.
 - ____ Adhere to the Intern Program requirements.
 - ____ Participate in agency training classes or programs.
 - ____ Successfully perform the assigned duties listed in your position description.
 - ____ Observe all workplace rules.
 - ____ Notify supervisor when unable to attend work or need to change schedule.
 - ____ Be a good team player; work collaboratively with others.
 - ____ Exercise good problem-solving skills and effective time management

Supervisor's Responsibilities:

- ____ Complete a Participant Agreement with each Intern.
- ____ Verify enrollment and eligibility for continued participation in the Program.
- ____ Provide information on the Intern Program requirements.
- ____ Identify job duties and responsibilities.
- ____ Provide information on any training requirements.
- ____ Identify performance goals and evaluation criteria and ensure performance management.
- ____ Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule.
- ____ Supervise daily work activities of the Intern.
- ____ Effectively communicate with intern.
- ____ Foster a collaborative and collegial work environment.
- ____ Exercise good problem-solving skills.
- ____ Be an effective leader/supervisor.
- ____ Demonstrate ability to adapt/adjust in a changing or challenging environment.

Work Assignments (Enter brief description of duties or attach a position description)

Program Requirements (Enter requirements for continuation and successful completion of Program)

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Training Requirements (If applicable)

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Mentoring (Peace Corps encourages mentors for Career Interns. If a mentor is provided enter those process requirements e.g., within 30 days of hire supervisor will have mentor assigned etc.)

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Evaluation Procedures. (Summarize competencies and elements on which the Intern's evaluation will be based)

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SIGNATURES

Intern

Print Name	Signature	Date

Supervisor

Print Name	Signature	Date

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